

<b>Procedure Title</b>	<b>Off-Campus Work Related Experiential Learning</b>		
<b>Date of Issue</b>	December 12, 2001	<b>Related Policy</b>	
<b>Revision Dates</b>		<b>Related Forms</b>	AF 5912-D
<b>Review Date</b>		<b>Originator</b>	System Administrative Team
<b>References</b>			

**Procedure:**

**Rationale:**

This procedure will describe the establishment and operation of a program that allows the participation of Bluewater District School Board students under 14 years of age to participate in off-campus, work related, experiential learning.

Planned learning experiences that take place in the community, such as work related experiential learning, provide students under the age of fourteen an opportunity to enhance their school programs and get a first-hand look at workplaces in their communities. Work related experiences can assist students, including exceptional students, in making career decisions as well as developing knowledge, skills, and attitudes that are essential in today's society.

**Procedure:**

1. The minimum age of a student who participates in off-campus work related experiential learning shall be 12 years of age.
2. The participation of a student in an off-campus work related experiential learning program shall be included as a provision of an Individual Educational Plan.
3. Candidates for this program shall participate in a workplace/safety in-service such as the Young Worker Safety Awareness Program or other programs endorsed by the Board.
4. Parents shall be informed of the need to purchase supplemental student accident insurance as offered to all students of the Bluewater District School Board.
5. The following steps should be taken by the school prior to considering an off-campus work related experiential learning program:
  - Multiple contacts with home
  - Meetings with student, parent, administration and guidance personnel
  - Timetable changes to address specific learning needs

- Program changes to address specific learning needs
- School visit to off-campus site and meeting with workplace supervisor
- A visual check for safety issues by school personnel
- Information provided re: waiver of liability and ineligibility of student to obtain Workers Safety Insurance Board coverage.

### **Student Activities**

1. The principal, the workplace supervisor and parent, must approve the activities planned for the student.
2. Activities must meet Occupational Health & Safety eligibility criteria as it pertains to age limits.
3. Activities are ineligible if they:
  - Take place in a logging or mining environment
  - Take place in a factory.
  - Would normally be performed for wages by a person in the workplace.
  - Involve the operation of a vehicle, power tools, or scaffolding.
  - Involve the administration of any type or form of medication or medical procedure to other persons.
  - Involve the handling of substances classed as “designated substances” under the Occupational Health and Safety Act.

### **Roles and Responsibilities**

#### **Principal**

- Assume overall responsibility for the off-campus work related experiential program.
- Give careful attention to the off-site location as to safety and planned activities.
- Give consideration to staff support where exceptional students with physical or learning disabilities are involved.
- Provide a workplace safety awareness program to students
- Provide student with information regarding expectations and responsibilities of the placement.
- Inform Bluewater District School Board attendance counsellor of placement in off-campus work related experiential program.

#### **Workplace Supervisors**

- Provide a safe working environment.
- Provide orientation and workplace health and safety training if necessary.
- Designate an employee to be responsible for supervising and evaluating each student while he/she is on site.
- Help student function as part of a team.
- Provide students with written or oral feedback after a placement as part of the learning experience.
- Share their expertise with students.
- Provide practical learning experiences that will encourage personal growth and develop career goals.

**Students**

- Comply with company rules as to dress, safety codes, work schedule, and policies.
- Work in a courteous, responsible, and business-like manner and show appropriate initiative.
- Observe and comply with the rules and regulations of the placement and the school, including confidentiality requirements.
- Comply with student attendance policies in both the placement and the school.
- Work with teachers and workplace supervisors to ensure that problems are dealt with immediately.

**Parents**

- Agree to the terms of the off-campus work related experience program
- Purchase student accident insurance through the program offered by the school.