

## OFF-CAMPUS LEARNING

### I. PURPOSE

The Bristol Warren Regional School District (BWRSD) promotes the education of all students through rigorous coursework and curriculum and extended learning opportunities that may take place beyond the school day or school setting, such as participation in dual enrollment courses and work-based learning experiences. This policy is intended to clarify the roles and responsibilities of students, school staff, parents, and community and business partners related to off-campus learning opportunities.

### II. DEFINITIONS

**Dual Enrollment-** A student is enrolled in a secondary school while simultaneously enrolled part-time or full-time as a non-matriculating student at a postsecondary institution, such as a community college, college or university. To be considered for approval of a dual enrollment course, students and/or parent(s)/guardian(s) must refer to the BWRSD Dual and Concurrent Course Enrollment Policy IGBC and complete the Dual Enrollment Course Approval Request Form, Exhibit A.

**Off-Campus Learning-** learning activities that take place beyond the school campus, including but not work based learning and participation in dual enrollment courses, or other activities approved by the school district for which students may receive academic credit.

**Work-based Learning-** experiences that are coordinated with school-based learning that allow students to apply learning in a real world setting. Work-based learning strategies provide career awareness, career exploration opportunities, career planning activities, and help students reach competencies such as positive work attitudes and employability skills. Work-based learning experiences must be approved by the school and the district, aligned to applicable industry, state and national standards and be of sufficient scope and rigor to develop the desired academic outcomes and/or career readiness skills.

Work-based learning opportunities may include:

- Site visits
- Mentoring from an industry expert
- Job-shadowing
- Service learning
- Internships
- Apprenticeships

### III. OFF-CAMPUS LEARNING OPPORTUNITY CONDITIONS

The BWRSD provides opportunities for students to participate in off-campus learning experiences including, which may take place within and outside of the school day. Students who participate in such opportunities shall also fulfill all proficiency-based graduation

requirements and credit requirements, as well as take final exams and/or proficiency assessments as described within BWRSD Graduation Requirements Policy IKF. Approval of off-campus learning opportunities in fulfillment of graduation requirements shall be made by school and district administration, based on how well the activity aligns to academic and work-based learning standards, sufficiency of the activity for students to achieve the learning outcomes, and student readiness to successfully complete the activity based on the eligibility factors described below.

#### **IV. NOTIFICATION OF OPPORTUNITIES**

It is the responsibility of the BWRSD and the school administrator(s) to ensure that students, staff, and parents/legal guardians are provided with information regarding off-campus learning opportunities, including the potential risks and benefits of such activities. Students and their families will be notified of opportunities through a variety of approaches including but not limited to the MHHS Program of Studies, Student Handbook, MHHS webpage, and during course scheduling and guidance planning sessions. Students may select off-campus learning opportunities that do not interfere with their MHHS course schedule. The BWRSD will encourage equitable participation of underrepresented populations in off-campus learning opportunities, related to gender, disability, limited English proficiency, and eligibility for free and reduced lunch.

#### **ELIGIBILITY**

All students are eligible to participate in off-campus learning opportunities upon approval of the high school principal. Before participating in an off-campus learning opportunity, students must first obtain approval of the principal. Approval is based on factors, which include but are not limited to:

- (1) current academic progress,
- (2) demonstrated responsible behavior,
- (3) compliance with the attendance policy.

In addition, students must also meet the eligibility requirements defined defined by specific programs or business partners.

#### **RIGHT TO APPEAL**

Students and parent(s)/guardian(s) have the right to appeal decisions related to the approval of an off-campus learning experiences through the following process:

- The parent/guardian sends a written request to the school principal for an appeal hearing with the Off-Campus Learning School Review Team. The team shall consist of the Principal, the student's Advisor, School Counselor, and the Work Based Learning Coordinator.
- The team shall convene no later than ten school days after receiving a request for a review and consider all valid sources of evidence that demonstrate a student's eligibility for participation commensurate with the eligibility requirements set forth in this policy.
- After making a decision, the team will notify the student and parent/guardian within seven school days.
- Appeals to the decisions of the Off-Campus Learning Review Team may be directed to

the Superintendent of Schools. The Superintendent will provide a written decision within seven school days of the appeal hearing.

- Appeals to the decisions of the Superintendent of Schools may be directed to the Bristol Warren Regional School Committee. A written decision will be provided within seven school days of the appeal hearing.
- If the parent/guardian is not satisfied with the School Committee's decision, they may then appeal that decision to the Rhode Island Department of Education.

## **V. ROLES AND RESPONSIBILITIES RELATED TO OFF-CAMPUS LEARNING**

### **The student agrees to:**

1. Perform the necessary tasks and follow instructions as given by the MHHS school-based program coordinator and/or off-site college or business supervisor; for example cell phone use, text messaging, internet, and social media;
2. Abide by the regulations and policies of the college/business and high school;
3. Provide their own transportation to and from the dual enrollment or work-based learning site;
4. Notify the school-based program coordinator and college/business supervisor on days absent or late, prior to the start time;
5. Submit reports and documentation on time as required;
6. Report to the school-based program coordinator as soon as possible when problems arise affecting his/her college and/or work-based learning placement;
7. Dress appropriately for the college/work-based learning setting;
8. Provide proof of medical and auto insurance and a valid driver's license;
9. Complete all required assurances, agreements, and other documents required for participation.

### **Mt. Hope High School agrees to:**

1. Administer the program and provide necessary forms;
2. Provide specific and/or general related information related to workplace expectations;
3. Act as the liaison between the parties of this agreement;
4. Maintain adequate records;
5. Notify the college/business supervisor in advance if the status of the student has changed;
6. Make periodic contact with students to discuss progress;
7. Make periodic contact with the college/business supervisor to discuss the student's progress and to evaluate the outcomes of off-campus programs and placements.

### **The parent or guardian agrees to:**

1. Direct the student in carrying out his/her responsibilities.
2. Encourage the student to independently address any problems or concerns with the work based learning or college placement with the school-based program coordinator;
3. Provide automobile insurance for students who will be driving themselves to work-based learning or dual enrollment site;
4. Complete all required assurances, agreements, and other documents required for participation.

### **The business agrees to:**

1. Provide a work-based learning experience that will meet the intended goals;
2. Meet with the school-based program coordinator at periodic intervals to discuss the student's progress;

3. Notify the school-based program coordinator and parent/guardian immediately in the event of an accident;
4. Provide safety instruction for all tasks and duties to be performed that may present a possible safety hazard to the student;
5. Evaluate and provide feedback to student;
6. Comply with all state and federal employment regulations and child labor laws, provide the student equal opportunity employment and will not discriminate on the basis of race, color, national origin, religion, sex, age or disability;
7. Complete all required assurances, agreements, and other documents required for participation.

**Cross-Reference:** Graduation Requirements Policy IKF  
Dual and Concurrent Enrollment Program Policy IGBC

**Adopted:** June 24, 2019