
Appendix E – Off Campus

Policy on Granting Credit for Off-Campus Programs Other Than Dual-Credit College Courses

Many students who are juniors and seniors in high school can benefit substantially from school-directed and supervised paid/unpaid learning experiences that cannot be readily provided within a regular classroom setting – experiences that can be made available through assignment to off-campus locations under cooperative arrangements with business and industry or other institutions. The Department of Elementary and Secondary Education recognizes and will approve the four types of off-campus programs described below. A school district may offer other types of off-campus programs without Department approval, but the students enrolled in them may not be counted in membership and attendance for state aid purposes, and the students may not be granted high school credit for the off-campus experience (Sections 161.092 and 161.122, RSMo).

I. Types of Off-Campus Programs

1. Academic Programs involve all students who are enrolled in advanced academic or fine-arts classes and have, as their goals, the acquisition of specialized knowledge and the ability to apply the knowledge to situations which cannot be replicated in a school classroom.

Related Instruction: Students must be enrolled in and receiving related instruction in the regular high school program before credit can be awarded for the off-campus experience.

Credit: Elective credit. One-half unit of credit per semester may be awarded for 10-19 hours weekly of off-campus experience, or one unit of credit per semester for 20 or more hours weekly off-campus experience. No more than two units of credit may be awarded during any school year.

Teacher Qualifications: The teacher must be certified in the subject area in which the related on-campus instruction is provided.

Supervision Time: Two hundred twenty-five minutes per week for each ten participating students.

Written Plans: There must be a written instructional plan that sets forth specific learner objectives and an evaluation plan for student performance.

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Student Pay: Students may not be paid for their off-campus experience as part of academic programs.

Example: A student enrolled in advanced chemistry spends part of the school day in a chemical company working with technicians. The student will receive credit in advanced chemistry as well as credit for the off-campus experience.

Core Data Course Code: 996001-Academic Programs, Off-Campus

2. **Career-Exploration Programs** involve all students who have not yet selected occupational goals and who will benefit from exposure to a variety of occupations, as practiced at the job site, so that they may develop their own occupational objectives from direct experience.

Related Instruction: Students must be enrolled in and receiving related instruction as part of the regular high school program. The related instruction will provide students with knowledge of occupational clusters, requisite training and experience for occupations being studied, and skills related to obtaining and holding a job. Students may spend no more than nine weeks at any one job site.

Credit: Elective credit. Credit is awarded as part of the related classroom instruction. One-half unit of credit per semester may be awarded for 10-19 hours weekly of off-campus experience, one unit of credit per semester for 20 or more hours weekly of off-campus experience. No more than two units of credit may be awarded during the school year.

Teacher Qualifications: The program must be under the supervision of a teacher who provides related classroom instruction in career awareness and related areas.

Supervision Time: Two hundred twenty-five minutes per week for each fifteen participating students.

Written Plans: There must be a written instructional plan that sets forth specific learner objectives and an evaluation plan for student performance.

Student Pay: Students may not be paid for their off-campus experience as part of their career exploration programs.

Example: A student enrolled in a career exploration program spends nine weeks outside of the school day observing and learning at the job site in an area of occupational interest. The student completes projects and reports

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related to the occupational area and receives credit in the career-exploration class.

Core Data Course Code: 997001-Career Exploration Programs, Off-Campus

3. **Cooperative Vocational Education Programs** involve all students enrolled in approved cooperative vocational education. The primary goals for these students are the acquisition of specific job skills and demonstrated performance of those skills on the job. Programs must meet standards established and approved by the Division of Vocational and Adult Education. The programs provide structured work experience in a controlled environment, coupled with related vocational and academic instruction.

Related Instruction: Students must be enrolled in an approved vocational education program with classes which are concurrent with the off-campus experience. The related instruction may be less frequent than daily, but must comply with the approved program standards.

Credit: Elective credit. One-half unit of credit per semester may be awarded for 10-19 hours weekly of off-campus experience, or one unit of credit per semester for 20 or more hours weekly of off-campus experience. No more than two units of credit may be awarded during any school year for the off-campus experience.

Teacher Qualifications: The program must be under the supervision of a teacher certificated for cooperative education in the vocational education program area.

Supervision Time: Two hundred twenty-five minutes per week for each twelve to fifteen participating students.

Written Plans: There must be a written instructional plan which sets forth specific learner objectives, an evaluation plan for student performance, and a training agreement signed by all parties involved.

Student Pay: Students must receive pay. The employment relationship must be established for off-campus experience as part of cooperative vocational education programs.

Example: A student enrolled in Marketing Education participates in the Marketing Internship Component. She is placed in a marketing related off-campus experience such as retail sales. The student earns credit for the marketing class and appropriate credit for the internship.

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Core Data Course Code(s): 016780-Supervised Agricultural Employment, Cooperative Education; 034380-Supervised Business Employment; 040080-Supervised Marketing Employment; 040081-Supervised COE Employment; 096839-Family and Consumer Sciences Occupations, Cooperative Education; 170080-Supervised CIE Employment

4. Work Experience for Students with Disabilities

- A. Cooperative Work Experience (COOP) Programs for students with disabilities is limited to students with disabilities whose Individualized Education Programs (IEP) indicate the need for work experience in a competitive setting and who are also eligible as clients of the Division of Vocational Rehabilitation. Program goals include the acquisition of general skills related to performing work under supervision, as well as job-related skills.
- B. Sheltered Workshop Programs for students with disabilities are limited to students with disabilities whose IEP team has determined that a student should obtain skills assessment, training, and/or work experience at a local sheltered workshop. The student should be certified for sheltered employment in the following ways:
 - a. referral to the Division of Vocational Rehabilitation or Rehabilitation Services for the Blind for certification
 - b. referral to the sheltered workshop for certification by an Extended Employment Certification Specialist.

Related Instruction: Students must be enrolled in and receiving related instruction in the regular public agency program (includes high school and State Schools for the Severely Handicapped) before credit can be awarded for the off-campus experience. This restriction does not apply to students with disabilities whose IEPs indicate full-time work experience.

Credit: Elective credit. Credit is awarded as part of the related classroom instruction. One unit of credit per semester may be awarded for 10-19 hours weekly of off-campus experience, or two units of credit for 20 or more hours weekly of off-campus experience. No more than two units of credit, or twice the number of units of credit granted for related instruction—whichever is less—may be awarded for off-campus experience during the school year. Students participating in the COOP Program must be released from school for

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a minimum of one hour per school day to receive credit for the off-campus work experience.

Note: A students with a disability whose IEP indicates a need for additional supervised work experience to make the transition from school to the world of work may earn up to four units of credit during the school year for off-campus work experience. The additional two units of credit would be based on increments of 20 to 30 hours weekly of off-campus work experience.

Teacher Qualifications: The work experience must be under the supervision of a certificated special-education teacher who has been designated and approved as a work-experience coordinator. The work-experience coordinator would also provide or coordinate the related classroom instruction in the regular school program.

Supervision Time: One class period daily for each 8-15 participating students, depending on the nature and severity of the disabling conditions.

Written Plans: The IEP and Individualized Plan for Employment must set forth specific measurable objectives to be achieved by the student and describe a plan for evaluating student performance.

Student Pay: Students may be paid for their off-campus experience as part of the COOP Program. Students placed in sheltered workshops may or may not be paid during the assessment phase, depending on type of work in which they are involved. The workshop will contract with the school district for assessment costs on an individual basis. Students in training or employed by the sheltered workshop must be paid commensurate wages.

Example: A student enrolled in basic math is released from school the last hour of the day to participate in an off-campus work experience at the local supermarket (working with stockers and/or cashiers). The student will earn minimum wage for his/her work and will also received credit in basic math as well as credit for the off-campus experience.

Core Data Course Code: 196000-Work Experience for Special Education

II. Insurance and Liability for Students in Off-Campus Programs

Students in work based, learning experience programs who are receiving pay for work performed in an off-campus program will generally be covered by the sponsors' workers' compensation insurance and general liability insurance. Students in academic programs and career-exploration programs who are not performing productive work and are not paid, will not be covered by the sponsors'

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workers' compensation insurance and general liability insurance. Therefore, any school district that arranges off-campus academic or career-exploration programs must provide accidental injury and job-related illness insurance for students and liability insurance to cover any injuries or damages caused by students on the sponsors' premises. Liability insurance to protect the supervising teacher and any other school-district employees who might be exposed to a liability risk due to the placement of students in off-campus programs should also be provided by the school district.

Since there is danger of unpaid students replacing paid employees, the school district and the cooperating sponsor should exercise extreme diligence in complying with applicable state and federal labor laws and regulations.

III. Attendance Eligible for State Financial Aid

All four types of off-campus programs must be well-planned and adequately supervised by school-district personnel to ensure the school district's eligibility for state and federal funds and to justify the awarding of high school credit to participating students. The following general policies will apply.

- To be counted for membership and average daily attendance for state-aid purposes, students must be under the guidance and direction of certificated teachers employed by the public school district whether the instruction (teaching process) is on campus or off campus. Students who are at least 16 years of age and not over 21 years of age and who are under the guidance and direction of public school teachers for less than the standard school day may be counted as part-time students. (Their part-time membership and attendance are computed according to Section 163.011, RSMo.)
- School districts shall not count students in membership or attendance for any type of off-campus instruction except Department approved off-campus programs that are adequately supervised by the district's certificated teachers to the extent the students can be considered "under the guidance and direction of teachers" and for which the school district is granting high school credit. School districts have responsibility for students during the time they are counted for school membership and attendance for state-aid purposes.

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IV. Program Authorization

Written proposals for off-campus programs must be approved annually by the appropriate division in the Department of Elementary and Secondary Education, if the students are to be counted in membership and attendance for state-aid purposes, if funding is involved, or if high school credit is to be granted. Proposals for academic programs and career exploration programs should be submitted to the Coordinator, School Improvement and Accreditation. Proposals for cooperative vocational-education programs should be submitted to the Coordinator, Vocational-Technical Education. Proposals for work-experience programs for special-education students should be submitted to the Coordinator, Special Education Services.

Source: Appendix D, DESE Graduation Requirements Handbook

<http://dese.mo.gov/divimprove/siz/Gaduation%20Handbook.doc>