



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

3.10 Guidelines for Careers and Work Experience

Policy Statement

The Revelstoke Board of Education supports structured, safe, and educationally purposeful work experience opportunities for students. Work experience programs connect classroom learning with authentic workplace environments, support career exploration, and assist students in developing skills that aid in their transition to future work places. All work experience placements must prioritize equity of access, student safety, dignity, and well-being.

Work experience placements must also comply with Ministry of Education and Child Care requirements, applicable legislation, and district administrative procedures.

Responsibilities

- The Superintendent shall establish Administrative Procedures to implement this policy.
- Principals or designate are responsible for approving placements and ensuring compliance with procedures.
- School Sponsors are responsible for student preparation, monitoring, and assessment.
- Worksite Sponsors are responsible for supervision, workplace orientation, and ensuring safe work practices.
- Students are responsible for adhering to workplace expectations and reporting concerns immediately to their school sponsor and/or worksite sponsor.

Safety and Insurance

- All placements must comply with WorkSafeBC requirements and district safety standards.
- Required documentation, including signed agreements and safety orientation confirmation, must be completed prior to placement commencement.
- Insurance coverage shall align with Ministry requirements for unpaid placements. For paid employment placements, confirmation of employer WorkSafeBC coverage is required.

Monitoring and Evaluation

- Students shall be supervised at the worksite by the Worksite Sponsor.
- Monitoring shall include documented contact between the School Sponsor and the Worksite Sponsor.
- Students shall be evaluated by a certified teacher in accordance with Ministry requirements.

Records and Compliance

- The District shall maintain required documentation for each placement in accordance with records management practices.
- The Superintendent or designate shall ensure regular review of administrative procedures to ensure legislative compliance.

Definitions

- Work Experience – A school-supported educational program providing students with supervised experience in a workplace environment.
- Worksite Sponsor – The employer or designated supervisor responsible for direct supervision of the student at the worksite.
- School Sponsor – The certified teacher responsible for monitoring, evaluating, and supporting the student placement.



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7.9 Student Withdrawal

This policy establishes a standardized process for student withdrawals from schools within the district, ensuring compliance with the British Columbia School Act and Ministry of Education and Child Care regulations.

Students may be withdrawn from a school or course upon request by a parent/guardian/caregiver, or by the student if they are of legal age. The withdrawal process must be documented in accordance with Ministry guidelines and district procedures.

Guidelines

- A student may withdraw from a course with the approval of the principal or designate.
- The withdrawal will be recorded with a "W" (Withdrawal) on the student's record, as per the Provincial Letter Grades Order.
- Schools must maintain documentation of the withdrawal request and approval.
- Students with Individual Education Plans (IEPs) or other special designations must have their records reviewed to ensure all supporting documentation is included.