

ACCESSIBILITY:

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Students participating in Experiential Learning programs will, at all times, follow the policies and procedures as set out by the Ministry of Education and the Waterloo Catholic District School Board (WCDSB). The unique out-of-school aspect of these programs necessitates a variety of modes of instruction that do not fit the usual school schedule. Adaptations to the curriculum, student's timetable, and work placements may be made to accommodate specific student, school, and employer needs. Parental consent is required prior to student's participation.

Statement of Understanding for Student

I agree to conform to all expectations of the program with respect to the following:

- Attend regularly and punctually both in school and on the job until the end of the scheduled placement.
- Report all absences promptly to the supervisor, the attendance office and my teacher at the beginning of each workday and provide reason for the absence.
- Make up any hours missed at the placement in consultation with my supervisor and my teacher.
- Complete all required assignments both in school and at the placement.
- Abide by the expectations of my supervisor while on placement (e.g., adhere to health & safety regulations, receive on-the-job training, and demonstrate good work ethic, initiative and positive attitude).
- Communicate in a positive and professional manner with my teacher, supervisor, and co-workers.
- Work cooperatively with colleagues in school and on the job.
- Maintain strict confidentiality regarding workplace matters.
- **Co-op hours must be completed as indicated on the student's Work Education Agreement (WEA) and the semester co-op calendar.**
- Student Information Sheet (SIS) can be reviewed at _____

I understand that...

- All Experiential Learning programs require that I spend considerable time working at a community placement, and as such, I agree to represent the school in a positive manner.
- In Ontario, post-secondary institutions (colleges & universities) independently determine their policies with respect to course pre-requisites and admission requirements. Students & parents are advised to contact the individual colleges & universities to determine if high school co-op credits will be admissible for the program of their choice. For a list of colleges & universities, visit: <http://www.tcu.gov.on.ca/eng/postsecondary/schoolsprogram/>
- For students pursuing apprenticeships, employers may consider the secondary school co-op hours.
- I should not expect to be paid for the work done while at my placement. I will earn secondary credits.
- I am responsible for all placement related expenses. I am responsible for the cost, arrangement, and liability associated with transportation to and from the worksite, and that it is the recommendation of the school board that I use public transit. I understand that if I choose to drive a vehicle to work, it is the responsibility of the owner of the vehicle to provide liability coverage.
- If required, I will arrange for my own vulnerable police records check or health test/immunization (e.g., TB) during the summer or the semester prior to my co-op, to ensure that I am ready for placement when the course begins.
- Depending on the organization, I may be required to undergo a specialized application procedure prior to my placement. My teacher will inform me of the employers for which this applies and will relay the necessary details.
- I may be required to wear approved clothing or PPE (Personal Protective Equipment) at my placement (e.g., safety equipment, business attire, removal of body piercings and jewellery) depending on the placement and job description.
- My placement will take priority over part-time employment and co-curricular activities, and that any adjustment to working hours must be arranged in advance with both my teacher and supervisor.
- Co-op hours must be completed as indicated on the student's Work Education Agreement (WEA) and the semester co-op calendar.
- I am aware that it is recommended that I purchase additional Student Accident Insurance through the school.



EXPERIENTIAL LEARNING Parent & Student Information Contract

- I must inform my teacher of any medical condition or learning difficulty (e.g., English as a second language, learning disability) that I have, which may affect my safety and/or performance at my placement. My teacher will provide pertinent information in confidence to a prospective supervisor to ensure a safe and appropriate placement opportunity.
- I must have the **Work Education Agreement** form, which provides me with Workplace Safety and Insurance Board coverage (through the Ministry of Education), signed by all parties by the first day at my placement.
- Whenever I work outside of the designated days or hours as identified on the Work Education Agreement form, it will be my responsibility to complete an **Amendment Form** signed by my placement supervisor, parent/guardian (for students under 18 years), and teacher, in advance of my altered hours. Failure to complete an Amendment Form will result in no WSIB coverage and in the event I am injured, I understand the WCDSB and the employer assume no responsibility.
- I will be provided with workplace training and work assignments by a specified supervisor(s) at my worksite. The supervisor will meet regularly with my teacher to provide feedback and monitor my progress.
- I must adhere to all health and safety regulations at my placement and in the event of a workplace accident or injury, I will immediately inform my supervisor and my Co-op teacher.
- I must provide truthful information to my teacher and supervisor upon request and that failure to do so may be grounds for termination of my placement, and/or removal from the program with loss of credit.
- Theft or vandalism will be grounds for termination from my placement and/or removal from the school program with loss of credit and possible further action under the Criminal Code of Canada.
- I must provide my teacher with updated information should there be any changes in the data provided on my application form while I am enrolled in the Co-op program (e.g., change of address, phone, emergency contact information).
- As a result of external factors (e.g., economic slowdown) and competition for popular occupations, students who are enrolled in a Specialist High Skills Major program are not guaranteed a placement in their chosen sector. Although every effort will be made to find the chosen placement, students may need to accept an alternate choice.
- I can be removed from the Experiential Learning program with loss of credit if I am unable to meet program requirements and expectations either in school or at the placement.
- The credit value of the co-op course will be established prior to the start of the course. Students must complete all aspects of the program to earn the predetermined number of credits.

Parental Consent

I have read this Experiential Learning Parent & Student Information Contract and agree to its terms as indicated by my signature below:

Student's Name (please print)

Student's Signature

Date

I understand that my child is enrolled in an Experiential Learning program that will involve substantial time spent in the community at an approved placement. I understand that he/she must adhere to the standards and expectations as outlined in this Parent & Student Information Contract.

Parent/Guardian Signature
(if student is under 18 years)

Date

I give permission for pictures/video to be taken of my son/daughter that may be used for promotional purposes (e.g. website, flyers). YES NO

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used for the purpose of assessing and determining suitable candidates, enrolling successful candidates in the program, and matching the candidates to an appropriate Cooperative Education placement. Note: It may be necessary to share candidate information with internal and external participating businesses. Questions regarding the collection of this information should be directed to 519-578-3660 ext. 2300.