

**COOPERATIVE EDUCATION CODE OF CONDUCT AGREEMENT****Obtaining Co-op Credits**

It is the policy of the Cooperative Education Department in conjunction with the Administration of the Niagara Catholic District School Board that:

1. Any student already possessing an OSSD either at the end of their 4<sup>th</sup> year or first semester of their fifth year, or any student who has already participated in the graduation ceremonies **may** be denied acceptance in the Co-op Program.
2. Any student, who registers for Co-op and fails to complete their placement until the end of the semester thus being a student NOT in good standing, will NOT be allowed to participate in the graduation ceremonies
3. Any student who registers for Co-op and fails to complete their placement until the end of the semester thus being a student NOT in good standing, will NOT be eligible for any graduation awards.

**Transportation**

It is the responsibility of the student to provide transportation to and from their Co-op placement. **If the student is unable to drive himself or herself to and from the placement, then it is the responsibility of the parent to ensure that the Co-op Student arrives on time to both the Co-op placement and to their classes at High School.** If the student drives to the placement, he/she must be covered by the vehicle owner's insurance. Neither the High School, nor the Niagara Catholic District School Board will accept responsibility for vehicle insurance.

**If driving a company vehicle is part of the student responsibility in the placement, as outlined on the student's learning plan, the student must have the appropriate classification of driver's license, and be covered by the placement's insurance.**

**Insurance**

Students in all placements, except as Teachers' Assistants in public schools, must be covered by the Workplace Safety and Insurance Board (WSIB). The Ministry of Education pays this, (WSIB), when the student is not paid for work in the placement. When the student is paid, the employer is responsible for the cost of Worker's Compensation coverage. All parties involved must sign the Work Education Agreement (WSIB form) **before** the student begins work at the placement.

Students placed in public educational facilities are covered under the board's school accident insurance, (OSBIE). In addition, the student should have Ontario Health Plan coverage.

**Reporting Accidents in the Workplace**

In the event of any accidents involving the Cooperative Education student in the workplace, the student must report the accident immediately to the Co-op Employer and to the Co-op Teacher. Where medical attention is required, the Co-op Teacher will complete an accident report.

**Security Checks**

Students applying for placements with the police, security, day-care or Children's Aid, etc. may require police screening prior to acceptance. Some other institutions may require that students be bonded.

**Health Information**

The Cooperative Education student and her/his parents/guardians should be aware that there are certain risks in the workplace. Pre-placement health and safety training is part of the in-school program. Arranging and

paying for inoculations/tests is the responsibility of the individual student. A student who fails to meet the mandatory health requirements will not be allowed to participate in her/his chosen placement.

### **Code of Conduct Continued...**

Immunization must begin well in advance of beginning work at the placement.

**Certain communicable diseases such as Hepatitis B Virus (HBV), AIDS, Influenza and Tuberculosis may be contracted from humans. Rabies is a viral disease, which may be contracted from rabid animals.**

**Hepatitis B** vaccine consists of three (3) injections given over six- (6) months and full immunity is not attained until **all** are received. Immunization programs are now available through schools. Students are now able to receive these vaccinations and proof of Hepatitis B Immunization is mandatory for ambulance, dental, day-care and health care placements.

Students should be up-to-date with **measles, tetanus and diphtheria**.

There is no Immunization for AIDS. This caused by a virus called HIV (Human Immunodeficiency Virus) which attacks the body's natural defences against illness. Once infected, the person has the virus for life. HIV is spread through sexual exposure and exposure to blood or tissues, but not through casual contact in the workplace. Students in all placements must be aware that precautions must be taken in respect to exposure to blood and bodily fluids.

Needle-stick injuries: any sharp and needle-stick injuries should be assessed by a physician and referred to the Health Department for additional counselling and follow-up.

Workers in occupations such as healthcare, medical labs, ambulance, police, dental offices, or funeral homes must follow standard guidelines of the placement, when dealing with all blood products and body fluids. When giving assistance to anyone, whether or not he/she is infected with HIV, avoid direct contact with blood. It is essential to protect the skin with gloves or a cloth barrier, to clean any bloodstained surfaces and to wash the hands with soap and water.

**Tuberculosis** testing (a two (2) step skin test) is **mandatory** for day-care facilities, schools and health care facilities.

**Influenza** inoculation is **recommended** for students working in healthcare or homes for the elderly. Students working with the elderly should not attend the placement while experiencing extreme flu-like symptoms.

**Rabies** is a viral disease that attacks the nervous system and is fatal to humans. For this reason, the NACI (National Advisory Committee of Immunization) recommends that any person at high risk of contact with rabid animals receive pre-exposure immunization. This consists of three (3) shots of Rabies vaccine over three (3) weeks. Occupations in which animal handling or contact is likely, include veterinarians, pet store and kennel operators, taxidermists, laboratory staff, naturalists, zoo keepers, police and outdoor educators.

Please consult your physician if you require more information.

### **Safety Equipment/Uniforms/Dress**

The student must comply with all safety standards of the workplace including the wearing of protective clothing/equipment. He/she is responsible for the purchase of any clothing/equipment not supplied by the workplace.

Students in all placements must comply with the dress standards of the workplace.

**I understand that** the Cooperative Education Program requires me to spend considerable time working in the community. As a two credit Co-op Student, **I understand that** I must complete 220 hours and as a full day student I must complete 440 hours.

**I understand that** I must conform to all rules of the program with respect to the following:

- Attend regularly and punctually both in school and on the job until the end of the placement as scheduled
- Report all absences promptly to the employer, teacher monitor, and attendance secretary at the beginning of each work day and provide a reason for the absence
- Make up any hours missed at the placement
- Complete all required assignments both in school and on the job
- Abide by the rules of the placement
- Communicate in a positive manner with my Co-op Teacher, employer and fellow students
- Work Cooperatively with colleagues in school and on the job
- Maintain strict confidentiality regarding workplace matters
- Maintain professional working relationships with all co-workers.

**I understand that** that the job that I will be performing as part of my Co-op placement is related to in-school credit(s).

**I understand that** I am responsible for transportation to and from the work site, and that if I choose to drive my own vehicle (or a family vehicle), that I am responsible for insurance coverage.

**I understand that** I am responsible for all related school and work expenses.

**I understand that** if my son/daughter does not fulfil their obligations at their Co-op placement until the end of the semester, thus being a student NOT in good standing, he/she will NOT be allowed to participate in the graduation ceremonies and will not be eligible for any graduation awards.

**I understand that** immunization is required/recommended for many work placements. I have read the health and safety information above and understand precautions are necessary and immunization is necessary for certain placements. I understand that if I am asked for proof of immunization that it is at my own expense.

**I understand that** some placements require a security check, character check, credit check, or other pre-placement screening.

**I understand that** some placements may require additional specialized application forms and subsequent interviews prior to acceptance of a student.

**I understand that** I must have a Workplace Safety and Insurance Board form signed by all parties, prior to beginning my Co-op placement.

**I understand that** theft or vandalism is grounds for termination of my Co-op placement and/or removal from the Co-op program with loss of credits and possible further action under the law.

**I understand that** I can be removed from the Co-op Program if I am unable to meet program requirements either in school or on the job and that no partial credits will be granted if I am removed from the Co-op Program.

### **Cooperative Education Code of Conduct Agreement**

I \_\_\_\_\_ (**print student name**) have read the Cooperative Education handbook and the Code of Conduct agreement and understand that it is my responsibility as a Cooperative Education student to abide by all policies and guidelines.

\_\_\_\_\_  
**Month/Day/Year**

\_\_\_\_\_  
**Student Signature**

**I understand that** my daughter/son is enrolling in a Cooperative Education Program, which will involve substantial time in the community. I am aware that immunization/test/precautions are advised/mandatory for certain placements as outlined in the attached pages. I understand that my daughter/son must adhere to the standards outlined in the Cooperative Education Code of Conduct Agreement. I understand that failure to complete their Cooperative Education placement will mean that my son/daughter is NOT a student in good standing, and therefore will not be allowed to participate in the graduation ceremony.

\_\_\_\_\_  
**Month/Day/Year**

\_\_\_\_\_  
**Parent Signature**