

# **Policies & Procedures**

## ACCIDENTS

Any accident occurring at the workplace should be reported immediately to the **on-site supervisor** and the **teacher monitor**. An accident is defined as an injury requiring doctor or hospital care. Ministry regulations mandate that an **Accident Report Form must** be submitted within **three days** of the accident. It does not matter whether any time is lost from work. If medical treatment is required the **firm number** required for hospital records is - **250379-FJ**. An accident that requires only first aid treatment such as a band-aid is considered to be of a minor nature but must still be reported to the **on-site supervisor** and the **teacher monitor**. An accident incident report will be filled out by the teacher monitor and filed in the student's folder.

If you require first aid you should still inform you work site supervisor immediately, get the first aid required and tell your Co-op teacher on the day of the injury.

## ATTENDANCE

In the event of illness/lateness/absence, students must notify their **on-site supervisor** and **school Co-op office**. Failure to notify the school Co-op office is considered a **skip**. Habitual lateness or unexcused absenteeism will result in dismissal from the program. After one unauthorized absence students will be counseled by their teacher and may be placed on a probationary contract. After two unauthorized absences the student may be suspended from the workplace. Calls by an onsite supervisor regarding attendance may result in the student being immediately assigned a probationary contract. Students must remain in full attendance at their Co-op placement until the end of the semester regardless of hours worked.

**All Co-op students must contact the Co-op Office when they are absent. The absence must be reported on the day of the absence or sooner if the reason for the absence is a scheduled event.** Co-op is not like other school courses. Attendance and a good work ethic are essential for you if you are to be successful. Co-op should be treated like a part-time job. Although you are not getting minimum wage for your work, your payment comes in the form of high school credits.

If you are going to be absent during your Co-op term, **you**, not your parent/guardian, must call the school prior to 8:00 a.m. and leave a message with the attendance secretary and on the voice mail of your Co-op Teacher. You must also call your employer or direct supervisor to let them know of your absence. Be sure to provide the specific reason as to why you will be absent. **Excuses are not acceptable** and consistent absenteeism may result in termination from your Co-op placement and loss of credits.

Be sure to follow sign-in or sign-out procedures as outlined by your Co-op teacher in pre-placement. If you are going to be absent from a class, but still going to your Co-op placement, please make sure that you clearly indicate this to the attendance secretary. Also, leave a message for your Co-op Teacher to specify that you will not be at school, but still going to Co-op.

**Students must be on time for all classes.** It is your responsibility to leave your Co-op placement giving yourself adequate time to arrive at the school. **Co-op must not be used as an excuse for being late.**

If you are asked to leave your placement by your employer, an alternate placement **will not** be provided by the Co-op Teacher/Department.

**During the pre-placement session** there is a lot of material that is covered and many guest speakers that come in to speak to help you be successful and safe while at your Co-op placement.

If you are absent, medical documentation must be provided. Students will be required to makeup the days in school before you commence your placement.

If you are going to be absent during pre-employment, YOU, not your parent/guardian, must call the school prior to 8:00 a.m. and leave a message with the attendance secretary and on the voice mail of your Co-op Teacher.

Students should always attempt to schedule appointments (dental, optical, driver, etc.) outside of their Co-op hours. Exceptions are allowed but business etiquette recommends all appointments should be made outside work hours whenever possible. Missed hours will need to be made up by the student.

## **CALENDAR**

Students are responsible for reminding their work supervisor about dates the student will be absent due to integration learning experiences. Employers should also be reminded of upcoming evaluations and in-school integration days. Please don't assume that your employer will remember!! On days when the student is unable to attend due to holidays or medical appointments or sickness the employer should be informed as soon as possible. Often, student absence results in an employer changing a regular or scheduled work activity in order to compensate. Employers need the flexibility of knowing as soon as possible when scheduled absences occur in order to change employee work schedules.

## **CODE OF CONDUCT**

Cooperative education students must understand that employers are investing time training students and providing a valuable work experience. Cooperative education monitors believe all students entering the workplace environment should be prepared to make a firm commitment to fulfill their training and workplace responsibilities.

**All students are required to sign a Cooperative Education Code of Conduct Agreement prior to commencing their placement. This will be maintained in each student's file.** This document summarizes main duties and responsibilities of the student. (see Appendix 3)

## **CONFIDENTIALITY**

While at the placement, students may have access to files, documents, client/patient information, telephone conversations etc., which are confidential, and as such, the information is not to be shared or discussed except at their placement when appropriate. Co-op Students must abide by the confidentiality policy in place at their placement and will be asked to sign an oath of confidentiality by their employer. Students will sign their confidentiality contracts during their job orientation session.

Breaching confidentiality could result in **removal** from the placement, dismissal from the Co-operative Education Program and loss of **Co-op credits**.

## CENTRAL PLACEMENT

Certain placements such as Niagara Regional Police Services, TV COGECO, and the Niagara Health System just to mention a few, require additional interviews and some testing. Some costs may be incurred for health and safety. The student and/or parent/guardian should be prepared to incur these costs. Please be advised that interview dates and times for central placements are not flexible and cannot be changed by the Co-op teacher once they have been established.

Note that a police check may also be required for some of these placements.

## DISMISSAL / FIRING

If a Cooperative Education student is dismissed or fired from his / her Co-op placement for cause, that student may be removed from the Co-op program. The student may lose the applicable Co-op credits.

## DRESS CODE

Dress according to the employer's policy. Students are **NOT** to wander the school, cafeteria or halls in clothing other than that stipulated in the school student hand book. You are representing the school and yourself and therefore must dress accordingly.

**No loitering in street clothes is permitted within the school building. You may change in the building but you must leave immediately afterwards to go to your Co-op placement.**

## DRIVING

1. Public transit to and from Co-op is recommended whenever possible by the Niagara Catholic Board of Education.
2. Students may choose to drive an owned (personal/family) vehicle to and from their placements. The primary insurer is the vehicle owner's insurer.
3. Students should **NOT** use personal vehicles to conduct company business.
4. Students should **NOT** drive non-owned (company) vehicles while on placements unless driving is a component of the learning/training experience.
5. If driving is a component of the learning/training experience, then this must be documented on the student's Personalized Placement Learning Plan (PPLP) and authorized by the training supervisor. The primary insurer is the employer's insurer.
6. In the event that a Co-op student is asked to drive a vehicle owned by the employer or a non-owned vehicle in the care, custody or control of the employer, then the employer must clearly understand, that, in the event of an incident involving a claim for damages, the insurance carried by the owner of the vehicle on the vehicle responds to the claim.
7. If a Co-op employer requires a student to drive a non-owned vehicle, an employer must ensure that the company insurance policy covers an 'agent' of the company. i.e., the Co-op student.

8. The teacher monitor and Co-op employer should ascertain that the student has the appropriate classification of driver's license to operate a non-owned (company) vehicle.
9. The Co-op Dept. will make every attempt to place students locally where public transportation is available. No reimbursement is provided where students choose to drive their own vehicles or desire an employer outside local transit routes when a local community employer is available.

## DRUGS & ALCOHOL

Students are not to be in possession of, or under the influence of, alcohol or illegal drugs will be removed from the placement and may be suspended/expelled from the Co-op program.

## EVALUATION

Student marks in Co-op will be based on marks calculated by the teacher monitor for **regular attendance, Co-op activities, assignments distributed throughout the semester, and evaluations submitted by the on-site supervisor.** The mark breakdown is as follows:

### Term Work (70%)

|  |     |
|--|-----|
| Pre-employment                           | 10% |
| Integration                              | 10% |
| Employer Assessment & Teacher Evaluation | 30% |
| Logs & Journals                          | 20% |

### Summative (30%)

|               |     |
|---------------|-----|
| Final Project | 30% |
|---------------|-----|

The employer is required to complete two (2) formal employer assessments (see Appendix 5). The employer should review your assessment with you. The review of the assessment takes place in order for you to learn from your mistakes and improve on areas of weakness. During the visitation weeks, the employer shall also review the assessment with the Co-op Teacher. These will be used as a tool for the Co-op Teacher to determine a student's midterm and final marks for placement performance.

The employer and Co-op teacher will also assess your learning skills at the placement. The employer will review the learning skills during the evaluation/visitation weeks. Learning skills reported on the midterm and final report card will be determined through conversation with the employer and what the Co-op Teacher has observed. Please note that the learning skills are as follows: Works Independently, Teamwork, Organization, Work Habits, and Initiative. The learning skills are graded with an N for Needs Improvement, S for Satisfactory, G for Good and E for Excellent. An evaluation of your learning skills will take place at each evaluation and be recorded in the monitor's log as well. (See Appendix 5)

## HARASSMENT

Students have the right to work in an environment free from harassment. Harassment can appear in many different forms: inappropriate comments, demeaning jokes, racial slurs, sexual innuendo or physical contact to name just a few. The most important point to remember for anyone feeling harassed is to state immediately to those present ***the actions, conduct, speech or physical contact is inappropriate and must stop.*** If the student feels unable to speak out they should

immediately leave the placement and contact their Co-op monitor. The Co-op monitor **must** be contacted at the first indication of any form of harassment.

## **HEALTH & SAFETY**

The Cooperative Education student and her/his parents/guardians should be aware that there are certain risks in the workplace. Generic 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.

There are two (2) mandatory health and safety assignments. Students must attain a minimum of 65% on these assignments in order to attend/remain at their placement.

Safety instruction is an integral part of the pre-employment program. Guest speakers may be brought in during the pre-employment phase of Co-op to emphasize safety procedures which must be adhered to while on the job. Safety regulations for the province of Ontario are also outlined and explained.

Safety instruction specific to each training station is not possible. It is the responsibility of the on-site training supervisor to instruct the student in the safe operating procedures inherent in the workplace. It is imperative that the student request specific safety training pertaining to their workplace and give absolute attention during this instruction. **The student must ultimately take responsibility for his/her own personal safety.**

## **HOLIDAYS**

Due to the fact that teacher monitors are not available during **Christmas and March Break holidays**, students are **unable** to earn Cooperative Education hours during these time periods. See your Co-op Teacher if there are any questions or concerns regarding this.

## **HOURS OF WORK**

The normal hours of work for a student are 8:00 a.m. - 4:30 p.m. Monday through Friday. Morning Co-op students would work during the a.m. portion of the day and the afternoon students would work during p.m. portion. Students working for **2 credits** are expected to be at their placement for **15 hours or more per week**. Students earning **4 credits** are expected to work **30 hours per week**.

Schedules and hours of work may vary depending on the nature/location of the business and must be pre-arranged in Co-operation with the employer, the student and the Co-op monitor. **Students are only insured for W.S.I.B. premiums for the hours that they have indicated on their Worker Education Agreement (WEA) form.**

Students who are working irregular hours (hours that are **not** identified on their Worker Education Agreement) **must** fill out a **Flex Hour Form** (APPENDIX 1) and have it signed by their employer, parent, and Co-op Teacher **before** hours/days can be changed.

**All students must attend their placement to the last scheduled day.** Under no circumstances will any student be allowed to finish before the last scheduled day, even if working to the last day means acquiring over the allotted 220 hours. **Surplus hours do not mean an early exit out of Co-op at the end of the semester.**

## INTERNET USE

In some job placements students are allowed use of computers and access to the Internet. Students must follow the same protocols as outlined in our school. Internet usage at the work placement is a privilege. Personal e-mails, visits to censored Internet sites are not allowed. All students given Internet access must know and understand their employer's Internet protocols. Failure to comply can result in the student's dismissal from the placement and from the Co-op program.

## JOB ORIENTATION

All students will attend a job orientation session with their employer prior to starting their Co-op placement. On this day you will complete a job orientation assignment that will be provided by your teacher and complete necessary paper work that **must** be on file with the Co-op Teacher prior to the student commencing their placement.

Job orientation will be scheduled for \_\_\_\_\_. Students are to call their employer prior to starting to this day to set up a time to meet with the employer. During this time the following paper work must be completed:

- i) Job Orientation Assignment
- ii) Worker Education Agreement
- iii) Placement Assessment Checklist
- iv) Confidentiality Contracts
- v) Cooperative Education Information Sheet
- vi) Student Information Sheet – Employer Copy

During this session you will also provide your employer with a letter from the Co-op Teacher and a calendar of important dates. Please note that all of the above forms will be due back to your teacher the day after your job orientation and will subsequently be reviewed for detail and accuracy prior to the student beginning work at the placement.

## LOGS/JOURNALS AND OTHER ASSIGNMENTS

Throughout the semester, students are required to submit weekly logs, journals and assignments to their Co-op Teacher. Students who do not submit their log and journal on a weekly basis may be suspended from their Co-op placement until the log and journal is submitted. A probationary contract may be signed as a pre-requisite to returning to the workplace.

Logs and journals must include time in and out and not just the total number of hours worked in a day/week. The log sheets must be signed each week by the student's employer/supervisor to verify the hours worked.

Log entries form the basis of the student's day to day work experience. These entries provide opportunity for the student to explain to the Co-op monitor and their supervisor the type of activities and job tasks that they have been completing at their work placement. Only logs signed by the Co-op employer/supervisor will count towards completed hours. The work environment dictates timelines in completing tasks, therefore, all logs/journals must be completed and handed in on their required due dates in order to receive a grade. **Late logs may have marks deducted from them accordingly.**

The journals allow the student to express their feelings about the work experience. It is advised that students complete the journal after the employer has signed the log so that it is not read by the Co-op employer/supervisor. The journal should provide the students with an opportunity to express the

successes and frustrations that they are experiencing on the job. Logs and Journals (Communication) are weighted at 20% of your final mark.

**Logs and Journals will be evaluated using the following rubrics and mark allocation:**

Level 1 = 5 marks                      Level 2 = 6 marks                      Level 3 = 7 marks                      Level 4= 10 marks

**Log Sheet**

|   |   |  |  |   |
|---|---|--|--|---|
| <b>Knowledge</b><br>Shows an understanding of expectations at the placement | <b>Level 1</b><br>Shows a limited understanding of ideas and concepts | <b>Level 2</b><br>Shows some understanding of ideas and concepts | <b>Level 3</b><br>Shows considerable understanding of ideas and concepts | <b>Level4</b><br>Shows a complete understanding of ideas and concepts |
|---|---|--|--|---|

**Journal**

|   |  |  |  |   |
|---|--|--|--|---|
| <b>Communication</b><br>Grammar usage<br>Spelling, Punctuation<br>Neatness<br>Clarity of thoughts | <b>Level 1</b><br>Communicates with limited clarity<br>Uses language with limited accuracy and effectiveness | <b>Level 2</b><br>Communicates with some clarity<br>Uses language with moderate accuracy and effectiveness | <b>Level 3</b><br>Communicates with considerable clarity<br>Uses language with considerable accuracy and effectiveness | <b>Level4</b><br>Communicates with a high degree of clarity<br>Uses language with a high degree of accuracy and effectiveness |
|---|--|--|--|---|

**PERSONALIZED PLACEMENT LEARNING PLANS (PPLP)**

**The Personalized Placement Learning Plan (PPLP) identifies three things:**

1. Overall and specific curriculum expectations of the related course that describe the knowledge and skills that you will apply and further develop at the placement.

In other words, the PPLP will outline expectations from curriculum documents that relate to the course that you took. For example, if you are doing a Co-op placement at an accounting firm, your related course (in-school credit) will be the accounting course (BAF 3M) you took in either Grade 11 or Grade 12. An expectation of the accounting course would be for you to do journal entries, and it could also be an expectation of your Co-op credit.

2. The PPLP will also include expectations of the employer. In other words, it will outline tasks that the employer will expect you to do while at your Co-op placement that might not directly be linked to the curriculum document for a specific course.
3. Classroom component (pre-employment) expectations.

**The PPLP involves the:** Co-op Teacher, Employer, Related Course Teacher, and you – the Student.

Essentially, the PPLP is a work in progress because you, and your employer may discover, as the semester progresses that there are other things that can be added to your PPLP. It is your responsibility to make sure that those items are added to your copy of the PPLP. Your Co-op Teacher, as a basis for assessment and evaluation, will also use the PPLP.

**PROBATIONARY CONTRACTS**

Students unable to adhere to the policies and procedures outlined in the **Student Co-op Manual** may be placed on a **Probationary Contract**.

A **Probationary Contract** will be issued at the onset of unacceptable behaviour on the part of the student. A student may be placed on a Probationary Contract if logs and journals are repeatedly late or habitual absence and no communication or explanation has been provided by the student. Failure



to comply with this Probationary Contract will result in the student being removed from the program and the subsequent loss of his/her subject credit for Co-op. The issuance of probationary contracts in no way precludes the immediate dismissal of a student from the program in the event of dismissal or firing by an employer for cause.

A student may also be placed on a **Probationary Contract** at the request of an employer for behaviour or work habits unacceptable in the employer's workplace.

## **PROFESSIONAL ACTIVITY DAYS**

On scheduled Professional Activity Days Co-op students **are eligible** for a full day of work if arrangements can be made with the employer. The Co-op monitors **are available** in case of emergencies and the school secretary is able to get in contact with them. This is an excellent opportunity for the Co-op student to obtain **extra hours** or to participate in work experiences not available during their regular placement hours.

## **SCHOOL CLOSURES AND SNOW DAYS**

In the winter months it is imperative that you listen to "The Giant", 91.7 FM on your radio for school closures and/or bus cancellations. If the busses are cancelled, but school is open, then it is your responsibility to be at your Co-op placement. If however, you are unable to get to your Co-op placement because of the weather conditions, then it is your responsibility to notify your employer, the school and the Co-op Teacher. You must provide each a reason as to why you cannot attend.

**Do not assume employers will be aware of school closures despite radio announcements.** If the school is closed it is your responsibility to call the employer and let him/her know that you will not be in because the school is closed!

If your parents are not comfortable with you driving to your Co-op placement when the busses are not running or the school is closed, then you should not feel obligated to do so.

**Ultimately, your safety is always first and foremost.** If your employer, for some reason tells you not to come into work, your placement is shut down or you have PD Day, (elementary schools), you must report to the Co-op office and notify one of the Co-op teachers. **(Do not stay at home).**

## **SPECIAL ASSIGNMENT/CONFERENCE**

Any work related conferences, special assignments must be cleared through the Co-op office first and a Conference/Work Application Request must be completed. (see Appendix 6)

## **TRANSPORTATION**

**Transportation is the responsibility of each student.** If students are unable to drive themselves to and from the Co-op placement, then it is the responsibility of the student and the parent to ensure that necessary travel arrangements are made. **Each student must fill out a travel contract** (see Appendix 3) and return it to their Co-op Teacher immediately.

In extraordinary circumstances, where problems with financing transportation prohibit a student from participating in Co-op, students should speak with their Co-op Teacher about getting reimbursed for **some** of their travel expenses. It should be noted that completing an application for reimbursement is done on an individual basis through the Co-op Department; however, final approval is done on a

Board level. Students must also be aware that making application does not mean they will be approved. (See also the section above on Driving)

### **WORKER EDUCATION AGREEMENT (WEA)**

Prior to commencing the work placement, a work agreement must be signed by the (1) student, (2) their respective parent or guardian, (3) the student's Co-op employer and (4) the Co-op Teacher. It is the responsibility of the student to deliver the signed agreement form to the Co-op office after their job orientation day, and prior to their first day at their placement.

Students will deliver the agreement to the employer for final signatures during Job Orientation Day on \_\_\_\_\_.

All parties in the agreement (parent, student, employer, and teacher) will receive a copy of the signed agreement. Students are not allowed to commence their work placement until this agreement has been submitted to the Co-op teacher with all of the pertinent signatures.

Reminder that students are only insured at their Co-op placement for the hours indicated on this agreement. Should you be required to complete hours outside of this agreement then a Flex Hour Form must be completed and submitted to the Co-op office prior to your new hours taking effect!! (see Appendix 1)