

CO-OPERATIVE EDUCATION STUDENT CONTRACT

As a co-operative education student at Preston High School the student agrees to the following:

1. **Logs**

Weekly logs are a critical component of the course (20% of overall mark). These need to be filled out **properly** each day. A completed log that has been verified and signed by the employer **must** be on record at the workplace. School copies are due by **8:00 a.m. Wednesday mornings**. The subject teacher will review the verified paper copies of logs upon visitation. If no log is submitted the student **may be removed** from the placement, according to the discretion of the subject teacher. All co-op hours must be submitted with your logs. Failure to comply with these expectations could result in a student being withdrawn from their placement.

2. **Assignments**

The student is responsible for the completion of **TWO MAJOR PROJECTS**. The first project consists of participating in the Co-op Fair and is due Monday May 25, 2015. This will consist of a large display board presentation relating to his/her placement. (Value: 20% of Term Mark). The second project is a summary of the student's workplace experience. This assignment is due Monday June 15, 2015. (Value: 20% of Summative Mark)

3. **Attendance**

Attendance and punctuality will be considered a component of the student's mark.

In School

Pre-placement attendance is compulsory. All pre-placement assignments and expectations must be completed or the student will not be placed and as a result will be removed from the program. (Value: 15% of Term Mark)

- a) The student must fulfill the prescribed hours according to the Ministry Guidelines. The student **must attend** the placement for the entire period outlined on the Work Education Agreement Form (**Monday February 23, 2015- Friday June 12, 2015 inclusive**)****2nd time Co-Op students will begin work on Tuesday February 17, 2015****. The student is not at liberty to modify his/her working arrangements without teacher consultation. Failure to comply could result in reduced credits or dismissal. The student must complete an **Addendum Form** if working outside the designated hours.
- b) If a **legitimate** absence occurs, the student must phone **BOTH** the school (**ensure the subject teacher is notified**) and the workplace supervisor as early in the day as possible. A return to work date must also be provided at the time of the phone call. Common courtesy is essential, early notification is imperative. **You must record the reason for your absence on your log sheet in the Daily Activities section.**
- c) The student realizes that school events (e.g. field trips, sporting events, etc.) are a permissible excuse for absence from the workplace. The subject teacher and the employer should be notified well in advance.

- d) All missed work related to Co-op must be completed. Contact the teacher and/or the supervisor to determine a practical completion date. The general expectation will be sooner rather than later. Missed hours may have to be made up to fulfill time requirements.
- e) Three (3) days absent with **no reasonable excuse could lead to probation or removal** from the co-op program.

4. Punctuality

- a) Student will report to the workplace at the hour negotiated with the supervisor.
- b) It is the student's responsibility to be prepared and to notify the supervisor about irregular school day schedules (Assemblies, PD days, etc) and changes to start times.

5. Forms

- a) All participants will sign **Work Education Agreement Form** before student commences work at the co-op placement.
- b) All pre-placement requirements must be submitted before commencing work.
- c) The contract will be discussed with the supervisor and signed.

6. Accident/Injury/Insurance

1) Worker's Compensation

All students except those working as Teacher's Aides are normally covered by Worker's Compensation while working at the job site. The Ministry of Education pays compensation premiums where students are not receiving a wage or salary at the work placement.

The Work Education Agreement stipulates when the student will be working at the job site and for which hours coverage is in effect. All parties (student, employer, parents and teacher) must sign this Agreement before the student begins work.

Students who work beyond the hours stipulated on the Work Education Agreement must fill out an addendum to the Agreement, signed by all parties stating the alternative hours of work. This form must be signed before the student begins the work assignment.

2) What to Do When an Injury Occurs

Any workplace accidents or injuries MUST be reported immediately to the supervisor at work and also to the monitoring teacher (within 24 hours).

When you have an accident at work, follow this procedure:

- Inform the supervisor at your work placement immediately
- Inform your co-op teacher as soon as possible on the day of the accident
- If the teacher is unavailable, phone the Human Resources at the Waterloo County Board of Education (570-0300)
- Inform the doctor who treats the injury that the injury was work-related.

Even if you believe the accident to be minor in nature, you must report it. Minor injuries may develop into major problems. Worker's Compensation is difficult to obtain if accidents are reported late. Three days is usually the allowable limit.

3) Student Accident Insurance

Students are not covered by WSIB while traveling to/from the job or school. It is, therefore, recommended that all Co-op students take out Student Accident Insurance in September when it is available.

In addition, students who are traveling by car should make sure that the liability insurance coverage is for at least one million dollars.

Students are expected to follow safety instructions on the job at all times. Any prescribed protective equipment/clothing must be used on the job where required. **No exceptions!** Failure to comply with safety regulations may mean the student's removal from the work site.

6. Financial Fees

All fees will be paid before the student commences work at a co-op placement. The \$15 course fee applies to the Coop Fair. Some placements may require a police check or medical assessments. These additional expenses are the responsibility of the student.

7. Transportation

Students are responsible for their own transportation and any costs that may be incurred.

8. Confidentiality

The student must respect confidentiality considerations as outlined at his/her placement.

9. Dismissal by Employer

If the student is fired by his/her employer, the school has no obligation to find another placement. Credits may be lost. This may result in the removal of a student from school as a result of part time status.

10. Behaviour and Attitude

The co-op program is a direct reflection on Preston High School and the Waterloo County Board of Education. We expect that students will act maturely and professionally at all times. Inappropriate behaviour will not be tolerated and a student could face dismissal from the program.

11. Work Ethic and Work Station Expectations

A student must fulfill the expectations outlined on the individualized outcome training plan. Unsatisfactory performance may lead to dismissal.

12. Personalized Placement Learning Plan

It is expected the student will maintain and update the tasks/responsibilities on his/her own Personalized Placement Learning Plan.

I have read the contract above and understand the expectations outlined.

Signatures:

Date:

Student: _____

Parent: _____

Supervisor: _____