

# PRESTON HIGH SCHOOL CO-OPERATIVE EDUCATION STUDENT CONTRACT

**As a co-operative education student at PHS, 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 **2:30 p.m. Wednesday afternoons**. 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 Failure to comply with these expectations could result in a student being withdrawn from their placement.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 9<sup>th</sup>, 2016. This will consist of a large display board presentation relating to his/her placement. (Value: 20% of Final Mark). The **Summative** project is a summary of the student's workplace experience. This assignment is due Monday June 20<sup>th</sup>, 2016. (Value: 15% of Final 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 Final 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 29<sup>th</sup> to Friday, June 17<sup>th</sup>, 2016 inclusive) \*\*If a placement is secured, 2<sup>nd</sup> time Co-Op students may begin work on Monday, February 22<sup>nd</sup>, 2016\*\***. 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 Attendance 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 and these absences are also to be recorded on the weekly log.
- 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, Confidentiality Form, and other required WRDSB/PHS forms** before student commences work at the co-op placement.
- b) All pre-placement requirements must be submitted before commencing work.
- c) This contract will be discussed with the supervisor and signed.

6. **Accident/Injury/Insurance**

**a) 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.

**b) 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 WRDSB (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.

**c) Student Accident Insurance**

Students are not covered by WSIB while traveling to/from the job or school. It is 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.

7. **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.

8. **Transportation**

Students are responsible for their own transportation and any costs that may be incurred. Necessary transportation forms must be completed in advance to start date at placement.

9. **Confidentiality**

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

10. **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.

11. **Behaviour and Attitude**

The co-op program is a direct reflection on Preston High School and WRDSB. 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.

12. **Work Ethic and Work Station Expectations**

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

13. **Performance Appraisals**

Two appraisals are to be completed by the employer/supervisor during the semester. The first appraisal reflecting employability skills is completed at the end of the first term; the second appraisal is at the end of the semester and evaluates the student's task list as well as final employability skills.

14. **Personalized Placement Learning Plan (PPLP)**

The Ministry of Education dictates that all Co-operative Education students have a PPLP which establishes a specific learning plan for their job placement. It is expected each 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:** \_\_\_\_\_

**Employer/Supervisor:** \_\_\_\_\_

