



NOTE: Students participating in the TWO CREDIT Summer School Co-operative Education program will, at all times, follow the policies and procedures as set out by the Ministry of Education and the Waterloo Region District School Board (WRDSB). The unique out-of-school aspect of this program 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

I agree to conform to all expectations of the **TWO CREDIT** Summer School Co-operative Education program with respect to the following:

- Attend regularly and punctually, both in school and on the job, until the end of the program (July 25th) as noted on the Work Education Agreement form and calendar
- Report all absences before the start of the work day to the Placement Supervisor and Co-op Teacher
- Complete the placement hours identified on the Work Education Agreement form
- Make up any hours missed at the placement in consultation with the Placement Supervisor and the Co-op Teacher
- Complete all required assignments both in school and at the placement
- Abide by the expectations of the Placement Supervisor, adhere to health and safety regulations, receive on-the-job training, demonstrate a good work ethic, initiative, and positive attitude
- Communicate in a positive manner with the Co-op Teacher, Placement Supervisor, co-workers, and fellow students
- Work co-operatively with colleagues in school and on the job
- Maintain strict confidentiality about workplace information
- Maintain professional working relationships with the Placement Supervisor and co-workers
- Attend **ALL** pre-placement and integration sessions. (**Note: These sessions are mandatory to earn the credits.**)

I understand that...

- The TWO CREDIT Summer School Co-operative Education program requires that I spend considerable time working at a community placement, and I agree to represent the school board in a favourable manner during this time.
- I am responsible for the cost, arrangements, and liability associated with transportation to and from the worksite and school, and that it is the recommendation of the school board that I use public transit where possible. 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.
- I am responsible for all expenses related to the school and placement components of two-credit Co-operative Education.
- Some placements require a background security check, proof of immunization, medical information, reference check, or other pre-placement screening for which I may be responsible at my own expense.
- I may be required to wear prescribed clothing or PPE (Personal Protective Equipment) for my placement (e.g., safety equipment, business attire, remove body piercings, cover tattoos, etc., depending on the placement requirements and job description).
- My placement is a priority, and any adjustment to hours of work must be arranged in advance with my Co-op Teacher and Placement Supervisor.
- I am **not** covered by the Waterloo Region District School Board or WSIB when travelling to and from my Co-op placement.

I understand that... (Continued)

- I must have the **Work Education Agreement** form, which provides me with Workplace Safety and Insurance Board (WSIB) coverage (through the Ministry of Education), signed by **ALL** parties before I begin work on the first day at my placement.
- Whenever I work outside of the designated days and hours as identified on the Work Education Agreement form, it will be my responsibility to complete an **Addendum Form** signed by my Placement Supervisor, parent/guardian (for students under 18 years), and Co-op Teacher. I will submit this form in advance of my changed schedule to my Co-op Teacher.
- I will be provided with workplace training and job tasks by a specified Placement Supervisor. The assigned Placement Supervisor will also complete Performance Appraisals and meet regularly with my Co-op Teacher to monitor my progress.
- I must adhere to all health and safety regulations at my placement. In the event of a workplace accident or injury, I will **immediately** inform my Placement Supervisor and my Co-op Teacher.
- I must provide truthful information to my Co-op Teacher and Placement Supervisor upon request. I understand failure to be forthcoming may be grounds for termination of my placement, and/or removal from the Summer School Co-operative Education program with loss of credits.
- Theft or vandalism will be grounds for termination from my placement and/or removal from the Summer School Co-operative Education program with loss of credits, and possible further action under the Criminal Code of Canada.
- I can be removed from the Summer School Co-operative Education program with loss of credits if I am unable to meet program requirements and expectations either in school or at the placement.
- If I decide to withdraw from, or I am removed from the Summer School Co-operative Education program, the credits will be forfeited.
- Absence may result in removal from the Summer School Co-operative Education program.
- I must submit ALL completed and signed log sheets by the end of the Summer School Co-operative Education program.

Parent and Student Informed Consent

I have read the **TWO CREDIT Summer School Co-operative Education Parent/Student Informed Consent**, and agree to its terms as indicated by my signature below.

Student's Signature

Date

I understand that my son/daughter is enrolled in a **TWO CREDIT Summer School Co-operative Education Program** that will involve substantial time spent in the community at an approved placement. I understand that my son/daughter must adhere to the **Statement of Understanding** as outlined in this **Parent/Student Informed Consent**.

Parent/Guardian Signature (for students under 18 years)

Date

I give my permission for pictures/video to be taken of my son/daughter at their placement that may be used for promotional purposes (i.e., bulletin boards, flyers, etc.)

Yes

No