

This document is based, in part on materials from the, Denis Morris High School St. Catherines Ontario, Cooperative Education department, Rob Maxwell

Policies and Procedures

The **POLICY AND PRODEDURES STUDENT MANUAL** outlines the Cooperative Education Guideline applicable during the students' work placement. All students must understand the policies outlined before commencing their work experience. Topics are arranged **alphabetically**. In the absence of the teacher please refer to this Student Policies and Procedures Handbook to answer questions pertaining to Coop.

Introduction

Making choices for the future can be a demanding, stressful experience. The decision you make about your post-secondary education should be based on knowledge about what you would like to do in the future. Coop can help you make an informed decision.

Cooperative education provides the student with an opportunity to make informative career choices based on work experiences. The time spent gaining work experiences provided the necessary insight needed for the student to make a sound and realistic decision about a future career.

Developing the skills, attitude and work ethic necessary to be successful in a future career is one of the goals of the Coop program. The experience you gain working in a Coop placement can also improve your potential as a future employee. The positive attitudes you develop about yourself as a result of your work experience will help you in deciding future education or career choices.

Coop provides the opportunity to help you develop your future. Cooperative education truly means "Working Today....Building Tomorrow." At Michael Power we believe that through Coop "Your Future Begins Here".

Welcome to Coop.

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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 a 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 report will be filled out by the teacher monitor and filed in the student's folder.

Attendance

In the event of illness/lateness/absence, students must notify their **on-site supervisor**, **school attendance office** and **school co-op office**. A fridge magnet has been provided for all students to quickly reference the numbers. Failure to notify the school coop office is considered a **skip**. Habitual lateness or unexcused absenteeism will result in dismissal from the program. After one unauthorized absence students will be counselled by their teacher and may be placed on a Probationary Contract. After two unauthorized absences the student may be suspended. Calls by an onsite supervisor regarding attendance may result in the student being immediately assigned a Probationary Contract. The same procedures will be followed for missing the in-school portion of the program. Students must remain in full attendance at their Coop placement until the end of the semester regardless of the hours worked.

All coop students must contact the Coop 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. The absence can be reported in one of two acceptable formats.

1. **Complete A "Request for Absence Form" -available in the coop office.**
2. **Phone/email the Coop Office leaving a message outlining the reason for the absence.**

When leaving a message, students must make sure they identify themselves and give assurances they have also contacted their employer. Students are responsible for making the contact, not the parents.

Assignments

Throughout the semester, students are required to submit a number of assignments related to their work placement. The work environment dictates timeliness in completing tasks, therefore all assignments must be completed and handed in on their required due dates. Late assignments will be assessed a penalty except in extraordinary circumstances when a student has made prior arrangements with their Coop teacher.

Time logs and journals should be filled out daily by the student in the last ten minutes of each day before leaving their coop placement.

Code of Conduct

Cooperative education students must realize employers are investing time training students and providing a valuable work experience. Cooperative education teachers believe that 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 statement of understanding prior to commencing placement. This will be maintained in the student's file. The document summarizes main duties and responsibilities of the student.

Confidentiality

While at placement, students may have access to files, documents, client/patient information, and telephone conversations etc. which are confidential and as such, the information is not to be shared or discussed except at the placement when appropriate. Coop students must abide by the **confidentiality policy** of their placement in addition to the one explained and signed prior to starting their placement.

Breaching confidentiality could result in removal from the placement, dismissal from the Cooperative education program and additionally result in **no school credits**.

Credits

SUBJECT RELATED COOP ACROSS THE CURRICULUM:

Students taking a Coop component attached to a specific subject can earn up to 4 credits.

Dismissal/Firing

If a Cooperative education student dismissed or fired from his/her Co-op placement for cause, that student will be removed from the Coop program. The student will lose credits applicable to the Coop credit and cannot be re-admitted into the Coop program during the active school year.

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 manual. 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 Coop placement.

Driving

1. Public transit to and from Coop is recommended whenever possible by the Toronto Catholic District School Board.
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 have been instructed NOT to use personal vehicles to conduct company business.
4. Students have been instructed NOT to drive non-owned (company) vehicle 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 students' Individualized Training Plan and is authorized by the training supervisor. The primary insurer is the employer's insurer.
6. In the event that the 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 Coop 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 coop student
8. The teacher monitor and the Coop employer should ascertain that the student has the appropriate classification of driver's license to operate a non-owned (company) vehicle.
9. The Coop Department 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.

Excuses

All employers realize the emergency circumstances arise in their employees' lives and attempt to make allowances. However, students must realize businesses will not tolerate repetitious absences. Personal appointments should be made outside of Coop hours.

Evaluation

Student marks in Coop education will be based on marks calculated by the teacher for **coop activities, assignments distributed throughout the semester, and evaluations submitted by the on-site supervisor.** Coop students will receive a mark breakdown explaining how grades are calculated during the Pre-Employment session prior to placement.

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 coop teacher. The Coop teacher **must** be contacted at the first indication of any form of harassment.

Holidays

Due to the fact that teachers are not available during **Christmas and March Break holidays**, students are **unable** to earn Cooperative education hours during these time periods.

Hours of Work

The normal hours of work for a student are:

Students earning 4 credits:	6 hours per day	24 hours per week
Students earning 3 credits:	4 hours per day	16 hours per week
Students earning 2 credits:	3 hours per day	12 hours per week
Students earning 1 credit:	varied	6 hours per week

Schedules may vary depending on the nature/location of the business and must be prearranged in cooperation with the employer, the student and the coop teacher.

Total Hours

A student will regularly put in more time at their placement than is required. **Under no circumstances will any student be allowed to finish before the last scheduled day, even if the required number of hours have been completed.**

All students must attend their placement to the last scheduled day.

Irregular Hours

Students who are not working the regular hours must have the change in schedule approved by the Coop teacher/coop monitoring teacher prior to working irregular hours. If prior approval is not given hours/days cannot be credited.

Immunization

Coop students wishing to participate in a coop placement at a medical or extended care facility must be prepared to receive immunization shots. In some cases depending on the facility the immunization shots required may be administered by the facility staff. Other facilities may ask students to receive immunization from their family physician. Immunization for tuberculosis and hepatitis seem to be the inoculations most institutions require students to receive prior to commencing their coop.

Integration Days

Integration sessions are held at the school every Monday. They will include class discussions, guest speakers, lectures and reflective learning related to the placement experiences. These dates, along with other special events are outlined in the student calendar given to each student at the start of each coop semester session. **Attendance is compulsory.**

Students must attend Integration sessions. Students are expected to find their own transportation, be on time, and bring coop notebooks, pens, logs, journals and any outstanding assignments to the integration sessions.

Absence could result in two major consequences:

1. being withdrawn from the program.
2. being placed on a probationary contract

Internet Use

In some job placements students are allowed use of computers and access to the Internet. Students must follow the same protocols as outlines in our school. Internet usage at the work placement is a privilege. Personal emails, 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 coop program.

Lates

Students must realize that businesses are normally not as understanding or accepting of lateness and absences as school officials. In day-to-day work situations employees must be on time in order to fulfill their work commitment to their employer. In business, repeated lateness and unacceptable absences result in employee dismissal. Employer dismissal for repeated lateness or absences is considered "just cause". (See firing)

Log sheets

Completed log and journal sheets for previous week activities are to be handed in to the coop **office no later than the following Monday at the Integration session**. If you have an explanation for late logs and journals contact your coop teacher immediately.

Log sheets **MUST** have the following areas filled before handing them in:

1. Placement supervisor signature, date and comments.
2. Tasks performed described in detail.
3. Weekly accumulated hours calculated and totalled
4. Students' signature, date and comments.
5. Journals completed – write down your commentary based on the suggested topics.

Overdue Logs and Journals

If a student is behind more than one week in handing in their log and journal they will be contacted. Students must realize that an employer may wish to terminate the student's placement as a result of their lack of responsibility and dependability.

Outside Appointments

Students should always attempt to schedule appointments (dental, optical, driver, etc.) outside of their coop hours. Exceptions are allowed but business etiquette recommends all appointments should be made outside work hours whenever possible.

Probationary Contracts

Students unable to adhere to the policies and procedures outlined in the **Student Coop Reference 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 there is repeated absence or habitual lateness and no acceptable communication or explanation has been offered 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 coop. The issuances of probationary contracts in no way preclude 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 coop students **are eligible** for a full day of work if arrangements can be made with the employer. The coop teachers **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 coop student to obtain **extra hours** or participate in work experiences not available during their regular placement hours.

Safety

Safety instruction is an integral part of the pre-employment program. Guest speakers are brought in during the pre-employment phase of coop 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. In addition, a safety activity is assigned during the pre-employment period.

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 immediately take responsibility for his/her own personal safety.

School Closing (weather Conditions)

The **School Board Policy** states that schools will remain open for students who can arrive there safely. The student may go to their Coop placement if it is open and the students can **arrive and depart safely. USE YOUR OWN DISCRETION.** The student **must call** the placement and provide information as to whether the student is able or not able to arrive safely regardless of radio announcements stating the school is closed. **DO NOT GO TO YOUR PLACEMENT IF YOU CANNOT ARRIVE AND DEPART SAFELY.**

Special Assignment/Conference

Any work related conferences or special assignments must be cleared first through the coop office. The school must additionally grant permission.

Student Evaluation Forms

It is the responsibility of the coop student to ensure that the Employer Evaluation Forms are forwarded to the coop office by the dates indicated. The student should notify the employer in advance of the due date. In this way the employer is not too rushed in evaluating the student.

Testing

See course outline given at the beginning of the pre-employment.

Transportation

Consideration must be given to means of transportation when completing an application form. Bus tickets are available for eligible students. The student is responsible for bus tickets once they are received. Students are accountable for the replacement or loss of bus tickets. Transportation safety is ultimately the responsibility of the student. Be extra careful.

WEB Documents/E-Class

Any student who has lost a log or journal or perhaps requires Coop handout material may obtain them through the E-Class <http://eclass.tcdsb.org>.

Students will be able to navigate the Coop e-class once they follow the steps outlined below.

1. Log in **Username – use your student number**
Password – use your student number
2. Go to My Courses, choose Co op MPSJ
3. Go to Course Materials (in the left maroon column), all of the files for Coop are available here
4. Open the file you need, save to H: drive (or at home save to your computer)
5. When you are finished, save your work on your computer

TO SAVE YOUR WORK in E CLASS

1. Go to Tools (in the left maroon column), choose Digital Drop Box



5. Click on BROWSE and choose the file you just saved.
- 6.. Use Add File Icon, browse your H: drive for the above file, choose the file and click Submit

[COURSES](#) > [CO-OP AT MPSJ](#) > [CONTROL PANEL](#) > DIGITAL DROP BOX



Digital Drop Box

1 File Information

Title:

File:

Comments:

2 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

TO SUBMIT WORK TO THE TEACHER

1. Use Send File Icon, select file: from the drop list, click Submit (this will send a copy of the file to the teacher).

Withdrawal from Coop

Any student who is unable to complete his or her Coop placement must immediately notify:

- a) coop Teacher
- b) Attendance Secretary
- c) On-Site Coop Supervisor

Worker Education Agreements

Prior to commencing the work placement, a Work Education Agreement must be signed by students and parents. It is the responsibility of the student to deliver the signed agreement form to the Coop office prior to their first day at placement. The teacher will then sign the Work Education Agreement form.

The Work Education Agreement will then be delivered to the placement supervisor for final signatures. All parties in the agreement (Student, Placement Supervisor and Teacher) will receive a copy of the signed agreement.

Recent changes in regulations have resulted in the formation of a Worker Agreement Amendment Form. Whenever a student requests to work, or is asked to work outside the hours specified in the original Work Education Agreement this form must be filled in. The form requires the signature of the student, employer, teacher and parent. The form outlines the amended work time of the student. This complete form is then placed in the student's file. The form will be supplied by the Coop teacher but the responsibility for signatures rests with the student. This form must be completed and given to the coop teacher before commencement of extended hours.

Yearly Calendar

Students are responsible for reminding their work supervisor about dates the student will be absent due to integration learning experiences. These dates are usually on a Monday. In addition employers should be reminded of upcoming evaluations. On days when the student is unable to attend due to holidays, 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 to change employee work schedules.