

1. Purpose:

To support cooperative education and other forms of experiential learning for the Board's secondary students.

To maintain and articulate the Catholic Graduate Expectations within our Cooperative Education program(s) and to encourage students to successfully demonstrate the Catholic Graduate Expectations throughout their Cooperative Education and/or Experiential Learning experience(s).

2. Definitions:

2.1 a. Cooperative Education Linked to a Related Course is a planned learning experience, for which credits are earned, that integrates classroom theory and community-connected experiential learning to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or courses.

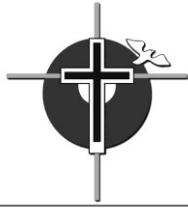
b. Creating Opportunities through Co-op (DCO30) is a planned community-connected learning experience, for which credits are earned, that enables students to develop skills, knowledge, and habits of mind that will strengthen their inquiry, decision-making, and leadership skills.

2.2 Experiential Learning includes planned learning experiences that take place in the community, including job shadowing and job twinning, work experience and virtual work experience. Experiential learning provides students who are enrolled in courses of all types and in all disciplines with the opportunity to enhance their school programs through participation, reflection and application.

2.3 Work Experience is a planned learning opportunity, within any credit course, that provides students with relatively short-term work experiences, usually of one- or two- weeks' duration and not exceeding four weeks. Credits cannot be granted for Work Experience alone.

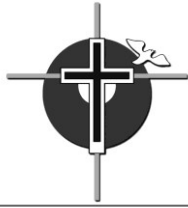
2.4 Job Shadowing involves the pairing of a student with a worker in a specific occupation for one-on-one observation by the student.

2.5 Job Twinning involves the pairing of a student with a cooperative education student for one-on-one observation of the cooperative education student at his or her placement.



- 2.6 Virtual Work Experience** is a simulated, rather than actual, work experience within any credit course. It would involve a short-term, subject-related, work placement which is experienced virtually through use of communication technologies.
- 2.7 The Ontario Youth Apprenticeship Program (OYAP)** is a specialized program that enables students to earn credits towards the Ontario Secondary School Diploma (OSSD) by taking a cooperative education course for which the community component is an apprenticeship trade.
- 2.8 Student's Cooperative Education Learning Plan (SCELP)** is a framework co-constructed by the student, cooperative education teacher and placement supervisor. In developing their learning plan, students create and reflect on their learning goals, plan how they will achieve the goals, and devise success criteria to help them to monitor their progress.
- 2.9 The Work Education Agreement** is a standard Ministry of Education form that must be signed before a student starts working at a placement to ensure coverage under the Workplace Safety and Insurance Act.
- 2.10 The Placement** is the physical location of a cooperative education student's learning. This could be with an individual, a commercial enterprise or an agency. It is usually outside the student's school site. There is always an on-site supervisor.
- 2.11 Related Course** is the designated course on which the cooperative education course is based and to which the cooperative education credit(s) are linked.
- 2.12 The Placement Assessment** is the required process by which the school supervisor ensures the students will have a physically and emotionally safe experience.
- 2.13 School-Work Transition Programs** are specialized programs which prepare students for employment or self-employment directly from high school. They combine in-school learning and experiential learning through job shadowing, work experience, and cooperative education.

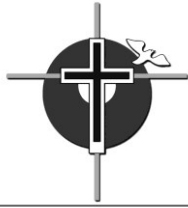
3.0 Guidelines:



- 3.1 The board supports cooperative education and other forms of experiential learning for its secondary students to enhance their school programs and to assist them in making career decisions.
- 3.2 The Board is committed to providing school-work transition programs for students from all regions of the Board intending to enter the workforce directly after graduating from high school.
- 3.3 The Board encourages partnerships between schools and the community to provide students with appropriate placements.
- 3.4 The Cooperative Education teacher must hold valid certification from the College of Teachers.
- 3.5 Cooperative education, work experience and school-work transition programs shall be free from discrimination and harassment and shall provide all students with safe and secure environments to enable them to participate fully and responsibly in the educational experience.
- 3.6 The emphasis in cooperative education is placed on learning and cooperative education is differentiated from part-time employment. It is not expected that cooperative education students will receive hourly wages or a salary.
- 3.7 The school maintains control over the direction of all cooperative education learning activities even when students receive wages.
- 3.8 The director is authorized to establish and issue such procedures as may be necessary to implement and support this policy.

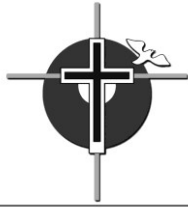
4.0 Responsibility:

- 4.1 The Superintendents of Education are responsible for ensuring all policies and procedures are followed.
- 4.2 The Board recognizes the increased importance of Cooperative Education within our system and recommends that all Cooperative Education teachers gain appropriate additional qualifications in Cooperative Education in accordance with the College of Teachers.



5.0 Procedures:

- 5.1 The in-school component of the Cooperative Education program will reflect the Catholicity of our system and align with the Catholic Graduate Expectations.
- 5.2 School supervisors are responsible for ensuring that students have the necessary educational background and maturity for experiential learning opportunities.
- 5.3 Before students begin a community-connected experience, school supervisors must clearly state the attendance requirements.
- 5.4 School supervisors must find and assess potential placements in accordance with the stipulations outlined in *The Ontario Curriculum, Grades 11 and 12: Cooperative Education 2018*, page 22.
- 5.5 When the related course and cooperative education course are concurrent and a student withdraws from the related course, he or she must automatically be withdrawn from the cooperative education course.
- 5.6 The following guidelines apply to the granting of credits when a student is Cooperative Education Linked to a Related Course (or Courses) concurrently with the related course:
 - If the student successfully completes the related course, but does not successfully complete the cooperative education course, a credit is granted for the related course only.
 - If the student successfully completes the cooperative education course, but does not successfully complete a related course taken concurrently, a credit(s) is granted for the cooperative education course only.
- 5.7 A credit is granted in recognition of the successful completion of a cooperative education course from the Ontario curriculum that has been scheduled for a minimum of 110 hours, in accordance with the policy stated in *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016*.
- 5.8 All grade 11 and 12 cooperative education courses attempted or completed will be reported on the student's transcript as required by Ministry Policy document *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements*,



2016, section 4.1.2.

5.9 Considerations For Program Planning in Cooperative Education:

Educators involved in cooperative education must ensure the provision of any accommodations and modifications required to allow exceptional students to achieve their full potential, as described in their Individual Education Plans (IEPs).

5.9.1 The classroom component and the Student's Cooperative Education Placement Plan must be meet the student's needs.

5.9.2 The employer and supervisor must be made aware of the student's area of exceptionality and any accommodations described in a student's IEP.

5.10 When summer cooperative education programs are offered, they will meet the same criteria as programs offered during the regular school year.

5.11 School supervisors will provide effective management for the various forms of experiential learning, including placement coordination.

5.12 In the event of a Strike or Lockout at either the student's school or the student's cooperative education site, the student will not attend the placement.

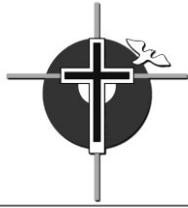
5.13 In some circumstances, a school or board may allow a student to receive payment, provided that the requirements of the cooperative education course are met.

5.13.1 If a student in a cooperative education program is being paid a wage, the employer is responsible for the Workplace Safety and Insurance.

5.14 Under the following circumstances, students registered as apprenticeship program (OYAP) shall receive remuneration upon the recommendation from the supervisor:

5.14.1 Students are permitted to receive an expense allowance from their placement.

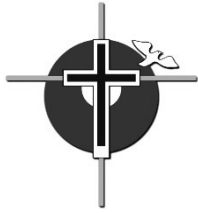
5.14.2 In exceptional circumstances, students in specialized programs may receive remuneration.



- 5.14.3 Cooperative education students registered as apprentices in trades recognized by the Ontario College of Trades Apprenticeship Act (OCTAA) may be paid apprenticeship wages set out in that act.
- 5.15 The Board will cooperate with coterminous boards to ensure fair and equitable placement for all students within all boards.
- 5.16 The Board will maintain direct links to the Ministry of Education and other boards in the region.

REFERENCES:

- *The Ontario Curriculum, Grades 11 and 12, Cooperative Education, 2018.*
- *Ontario Schools: Kindergarten to Grade 12 Policy and Program Requirements, 2016.*
- Ontario Cooperative Education Association (OCEA)



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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A. COOP STUDENT INFORMATION

Student Name: _____
Date Completed: _____ Student Age: _____
Student Address: _____ Postal Code: _____
Home Phone: _____

CDSBEO School Placement: _____

Department: Phys. Ed. Custodial Other: _____

B. SPECIFIC TIME AT WORKPLACE

Work Period:

The student shall, from _____ 20__ to _____ 20__ faithfully, honestly and diligently perform the duties of a trainee at the placement as a _____ and devote his/her whole time and attention to such placement during the hours hereunder prescribed.

Placement Hours:

The normal hours at the placement shall be from _____ to _____

Schedule:

The days the student will be at the placement are _____

C. STUDENT ACCIDENT INSURANCE COVERAGE

While most students in Cooperative Education Program are provided with insurance coverage from the Workplace Safety Insurance Board (WSIB), through the Ministry of Education, students who are working as assistants within the Catholic District School Board of Eastern Ontario facilities ARE NOT covered by WSIB. The CDSBEO maintains liability insurance for all cooperative education students while at their placements for the specified work period agreed upon. Additional coverage may be obtained through Student Accident Insurance made available through the school and the participating insurance company.

D. SIGNATURES OF PARTIES TO THE AGREEMENT

Student:

Parent/Guardian:

Placement Supervisor:

Cooperative Education Teacher:

Home School Principal:

Date: