

Welcome to the Summer Cooperative Education Program!

The information in this booklet is intended to help you have a positive and successful Co-operative education experience. Outlined below are the Peel District School Board Codes of Behaviour and other pertinent student information. The Summer Cooperative Education Program is a very intensive learning experience. The following guidelines are intended to enable you to fully benefit from your work placement experience.

Co-op Pre-placement Calendar

Pre-placement Sessions

Saturday Option @ Brampton Centennial or Rick Hansen	Night Option @ Brampton Centennial or AEC South	Humberview Option* (Wednesdays from 3:30-6:30 pm)
April 18 – 8:30 am – 1:30 pm (5 hrs)	April 20 (Mon.) 6:00 – 9:00 pm (3 hrs)	April 29 & May 6, 13, 20, 27
	April 22 (Wed.) 6:00 – 9:00 pm (3 hrs)	*for Humberview students only
April 25 – 8:30 am – 1.30 pm (5 hrs)	April 27 (Mon.) 6:00 – 9:00 pm (3 hrs)	
	April 29 (Wed.) 6:00 – 9:00 pm (3 hrs)	
May 02– All Co-op students complete on-line pre-placement learning from 9:00 am – 12:00 pm (3 hrs)		
May 09 – 8:30 am - 1:30 pm (5 hrs)	May 13 (Wed.) 6:00 – 9:00 pm (3 hrs)	

In-School Integration Sessions

Date	Mississauga students	Brampton students	Humberview students
Wednesday, July 08	Rick Hansen S.S. 8:30 am – 2:30 pm (6 hrs)	Brampton Centennial S.S. 8:30 am – 2:30 pm (6 hrs)	Alan Drive M.S. 8:30 am – 2:30 pm (6 hrs)
Friday, July 31	Mississauga S.S.		

Students will have a 15 minute break and a 30 minute lunch for the integration days. Your teacher will determine the times. **At NO time are students to be dismissed early from class**, including final assessment/exam days. *Students may not leave early from the in-school session or from their co-op placements in order to attend to a part time job.*

Pre-Placement Process

All students **MUST** have the following completed and submitted to their teacher prior to starting their work placement:

- Work Education Agreement (WEA) signed by all parties: student, parent, employer and teacher
- Statement of Understanding
- Photo Permission Form – Media Consent form (optional participation)

Administration and Co-op Teacher Locations

Mark Botnick	Vice-Principal, Continuing Education	AEC South
Elaine McLean	Supervisor, Continuing Education	AEC South
Sandra Mateus	Assistant Administrator, Summer Co-op	Rick Hansen S.S.

Caledon	Humberview S.S.
Brampton (Saturday and Evening options PLUS Summer School Integration day)	Brampton Centennial S.S.
Mississauga (Evening option)	Adult Education Centre South
Mississauga (Saturday option and Summer School integration days)	Rick Hansen S.S.

Attendance

Co-operative Education is unique in that it has very specific Ministry requirements that must be met in order for a student to proceed in the program. **Students must be in attendance for ALL in school sessions as well as to complete the necessary out of school placement hours and expectations to earn two credits (220 hours).**

The same principle that applies to any profession such as pilots: “Pilots can’t fly airplanes without completing their full training. As staff supervisors of the student pilots, we are the passengers in that plane, and need to ensure the safety of all flying.”

Students are required to be in full attendance for the in-school sessions.

“Family vacation” is not an acceptable reason for absence.

Students must contact both their teacher and employer if they are absent. Your teacher may request a note from your parent/guardian to support your absence. Any notes requested of the student are to be given to the teacher, not the employer. Students are expected to be in attendance for the in-school sessions (pre-placement and integration). There will be a morning and lunch break.

A STUDENT MAY BE WITHDRAWN AFTER ONE UNACCEPTABLE ABSENCE.

Work Placement Days

Placements will consist of 8 hours per day (this can include lunch and breaks). Students may only be in attendance at their placement during the hours stated on their WEA (Work Education Agreement) in order to be covered for WSIB (Workplace Safety Insurance Board). Teachers must be available to the student and employer during their co-operative education placement time. If you know that you're going to be late to work, a 'courtesy call' to your employer would be appreciated. Students are also expected to make doctor/dentist appointments outside of regular work placement hours.

Regular attendance is crucial for success in the Cooperative Education Program especially since this program is based on completing 220 hours of in-school and work placement in order to earn two credits.

Homework

Co-operative Education Credit course covers a variety of assignments, which are either completed during the pre-placement session, online or during the integration days. Students must be prepared to allocate sufficient time to complete their assignments at home. Students are required to complete their log sheets at their work placements, which the employer signs.

Additional Courses

Due to the highly demanding nature of the Summer School Cooperative Education Program, students CANNOT register for on-line courses while in Co-op. Students who wish to take a Peel eLearning – Summer course must withdraw from Co-op.

Assessment and Evaluation

Teachers will supply students with the course expectations and the mark breakdown for both in-school and out of school sessions as well as the final summative evaluation. Cooperative education teachers assess and evaluate students frequently over the course of the summer program to provide a sound basis for a final mark. A variety of instructional strategies methods will be used including quizzes, tests, oral and/or written reflections, assignments, observations, conversations etc.

Your supervisor at your work placement will also complete two Performance Appraisals, which will be shared with you.

Midterms and Final Report Cards

No midterm marks will be reported due to the very short time a student is at their placement. There will be report cards issued on the last day of class – August 2nd. Student transcripts will reflect their achievement in their summer school Co-operative education program. Students requiring transcripts will need to order them from their Coop teacher.

Missed Final Evaluations

Students must complete a final summative evaluation in each course in order to earn credits. The final summative evaluation can involve more than one component, e.g. in-class performance task, written exam, portfolio, interview, etc. Students will not have the final evaluation schedule altered due to job training, work, vacation plans, appointments, etc. The final assessment will be in the form of a summative during the last integration session. Teachers are expected to provide students with a detail outline of the summative expectations and evaluation criteria prior to this date. There are no exemptions from completing the final evaluation of your course. Students who miss a final evaluation will receive a mark of zero (0) on their final evaluation. Students who miss a final evaluation for medical or family reasons must notify the teacher who will contact the Assistant Administrator Summer Co-op immediately in order to set up an alternative final evaluation. Students who miss an arranged alternate final evaluation will receive a mark of zero (0) on their final evaluation.

Accidents at the Work Placement

In the event of an accident or injury, the student is to receive immediate medical attention, as necessary. The student's employer is responsible to make contact with their teacher. The teacher will contact the Assistant Administrator for Summer Co-op, the parent/guardian, and if possible, accompany the student to the hospital until the parent/guardian arrives. The Assistant Administrator for Summer Co-op will collect all pertinent information and ensure WSIB information is submitted. Assistant Administrator will contact the Vice-Principal of Continuing Education.

SCHOOL CODE OF BEHAVIOUR: STUDENT RIGHTS AND RESPONSIBILITIES

“Simply not knowing the school policy is an unacceptable excuse.”

Policies

The Cooperative Education Program is governed by the policies and procedures as laid out by the Peel District School Board and directed by the Ministry of Education.

Academic Honesty

Students are expected to submit their own original work. Students who seek to attain academic advantage or help someone else do so through cheating may be withdrawn from the program. Cheating may be identified as follows:

- Plagiarizing an assignment or someone else's work, or allowing work to be copied;
- Possessing unauthorized examination aids;
- Obtaining test or examination questions prior to the actual examination;
- Submitting work previously used for evaluation in another course;
- Altering work after it has been evaluated.

Behaviour

Every student is expected to respect other students' right to a quiet, safe and supportive learning environment. As such, you are expected to behave in a considerate and reasonable manner at all times. This also extends to your work placement, which is 'your classroom' for the majority of your summer program. A 'zero tolerance' policy with respect to physical violence, bullying, threatening, harassment, fighting, abusive language, disruptive behaviour and/or lack of respect is in effect and misbehaviours may result in the removal from the Continuing Education program in which they are enrolled.

Dress Code: School and Work Placement

Students are to wear clothing that is neat, clean and appropriate for school. The wearing of hats, bandanas, or other non-religious, non-medical headgear in halls or classrooms may not be permitted. Students are requested to review the dress code with their employer upon being hired. Students requiring the use of PPE must ensure its use at all times while at work.

Each student must be aware of any necessary equipment they will need to commence their placement. Students are NOT to start their placement without any personal protective equipment (e.g., work boots, safety goggles). If possible, speak with the employer to see if they are willing to help cover the cost of this equipment.

Drugs: School and Work Placement

Students are expected to come to school and their work placement free from the influence or possession of alcohol, drugs, or other intoxicants. Possession or use of these substances may lead to withdrawal from the program.

Email Guidelines for Students

The school's Acceptable Use Policy (AUP) must include specific e-mail guidelines:

- The school's Code of Conduct will specify the expectations regarding the use of email and the consequences of abuse.
- Email written by students for school purposes should be treated as any other student writing, e.g., appropriate attention must be paid to spelling, grammar, presentation and plagiarism.
- Email cannot contain identifying information about the sender or any other students. This includes addresses pictures and other personal information.

Student to Staff Member:**Acceptable**

- Discussions specifically related to class activities - curriculum, homework, tests, special events

Unacceptable

- Any discussion related to other students
- Personal information about other students
- Discussion about the personal life of the staff member of student (home life, vacations, relationships)

Internet: At School and Work Placement

Students are expected to follow the company's policy on the use of computer and Internet access (including use of email and visiting inappropriate sites) at the work placement. This includes usage during your lunch time. Inappropriate use may lead to dismissal and withdrawal from the program.

Eighteen-year-olds

The Peel District School Board considers communication with parents as partners in education important to the success of their child. Cooperative Education teachers will call parents regarding matters of academic achievement, attendance and discipline, however, students who are 18 years of age and older have the right to control their own educational information. If any 18-year-old student objects to communication with parents, they are requested to put this objection writing to the teacher by the first pre-placement class stating that the Cooperative Education Teacher and Continuing Education is not permitted to contact their parent(s). Students who turn 18 after the start of the course and wish the above policy to be applied must request this in writing by the first class after they turn 18. NOTE: The Peel District School Board retains the right to contact your parents/guardian in the event of an emergency.

Emergency Evacuation: School and Work Placement

If a fire alarm sounds, all students MUST leave the building immediately in an orderly manner with their class. Exit routes are posted in all classrooms – know your exit. Remain outside with your class and teacher away from the building. Do not return inside the building unless asked to do so by your teacher.

If a fire alarm sounds at your work placement, students are to leave their station along with the other employers and remain outside until directed to re-enter the building. Students are not to extinguish the fire on their own but report it immediately to an employer. Please ensure that on your first day at your placement to review the company's protocol and exit route.

Food

Food and drinks should be consumed in the front foyer and not in the halls and/or classrooms. Remember to bring your lunch to your work placement.

Out-of-Bounds

Only certain classrooms and areas of the school are assigned to the Cooperative Education Program. Students are only permitted in their assigned rooms when the teacher is present in the classroom. Students are required to follow the directions of all Peel District School Board staff (e.g., Continuing Education Site Administration, teachers, support staff, etc.).

OYAP Program

Students wishing to register with OYAP must meet the necessary program requirements prior to the proceeding with registration. Students must have reached the age of sixteen years PRIOR to the start of the placement, have earned a minimum of sixteen credits and must be seriously interested in a career in a skilled trade. The teacher must meet with the employer to discuss the process and ensure both the employer and student wishes to be registered. The completed form is then delivered to the summer school administrator who will in turn send it to MTCU. The employer is not required to pay the student, or to continue the apprenticeship training after the Summer School Cooperative Program is finished. Their teacher and employer must complete the form within the first few weeks in order for MTCU to make arrangements to visit the employment site. If the student wishes to explore the trade only, he/she must submit a participant OYAP form only.

Personal Electronic Devices (PEDs)

Students are **NOT** to be using their cell phones or any other PEDs during class time unless directed by the teacher for educational purposes. Students must also be aware of the inappropriate nature of receiving personal calls/texting on their cell phones at the work placement. A review of when it is permitted to use the phone for personal reasons should be established between the student and employer.

Search and Seizure

An Administrator who has reasonable grounds may conduct a non-invasive search of a student or their possessions in carrying out his or her duties to maintain safety in the school. Desks and lockers are Board property, and therefore a diminished level of privacy is to be expected. A search of such property is permissible according to Peel District School Board Policy.

Smoking / Vaping : School and Work Placement

Smoking and vaping are prohibited on school property. A student caught smoking or vaping on or inside school property may be suspended and/or subject to a \$365 fine by the Region of Peel. Students are required to review the Smoking/Vaping Policy at their work placement and must abide by it. Smoking or vaping in a restricted or unacceptable area may lead to dismissal from the placement and withdrawal from the program.

Placement

If a student is requested to leave their work placement by the employer, student must contact their teacher immediately. The teacher will speak with the employer and Cooperative Education Assistant Administrator.

Textbooks, School Equipment and School Property

All textbooks and supplies are on loan for the duration of the Summer Cooperative Education Program. Students will be charged for lost and/or damaged books/materials. Students vandalizing or damaging school property or Board property and/or involved in any theft of property may be withdrawn and/or expelled from all Peel Schools.

Theft at the Work Placement

Students suspected of any form of theft from their work placement will be removed immediately and disciplinary action by Peel District School Board may be taken. Employers may choose to involve the police to investigate the allegation.

Transportation

It is the student's responsibility to get to and from their work placement each day on time.

Mississauga Transit: (905) 615-4636

<http://www.mississauga.ca/portal/miway>

Brampton Transit: (905) 874-2999

<http://www.brampton.ca/EN/residents/transit/Pages/Home.aspx>

Trespassing

All Peel District Secondary School is private property. It is important that all staff members know and can identify students belong to the Cooperative Education Program site. As such, a student is expected to identify him/herself and his/her teacher when requested to do so by any staff member at the school. Students are not permitted to have guests/friends on school property at any time. Students must immediately report any suspected trespassers in the building to a staff member who will in turn notify the Site Administrator.

Vehicles: School and Work Placement

Students who bring a vehicle to school and park on school property do so at their own risk. The speed limit is 15 km/hour on school property. Students are not permitted to sit in their cars or leave the school property during break time. Violation of parking regulations could result in the loss of parking privileges. Students operating vehicles at their work placement must complete the Driving Motorized Vehicle Form. Teachers will ensure all employers are aware of their responsibility in having students operating vehicles at the work placement as well as to include this task in the student's learning plan.

Weapons: School and Work Placement

Weapons or replicas are prohibited on school property and the work placement. Weapons include knives, guns of any type and any object that could be used to inflict bodily harm. The possession and/or display of weapons or replicas of weapons on school property or at the work placement will result in contact with the Peel Regional Police, withdrawal from the Cooperative Education Summer Program and may result in recommendation for expulsion from all schools under the jurisdiction of the Peel District School Board.