

# BLUEVALE CO-OP POLICIES AND PROCEDURES

## ATTENDANCE POLICY

Attendance at both your co-op job placement and in-school classes is of paramount importance for success in the Co-op Program.

During pre-placement and integration sessions there is a lot of material that is covered and guest speakers will come in to help you be successful and safe while at your placement. In the event of lateness/absence during pre-employment days, **you must call the school and your Co-op teacher** to notify them why you are absent for the day. You are naturally responsible for any and all work that you will miss.

## CO-OP OFFICE IS ROOM 2114

- MR. KEMPERMAN.....Bluevale phone: 519-885-4620

Sign up for 'Remind' following the instructions provided on the BCI Co-op website.  
(using 'Remind' is the recommended method of day-to-day communication with your teacher)

[harry\\_kemperman@wrdsb.ca](mailto:harry_kemperman@wrdsb.ca)

The same procedure applies once you start your co-op job but you must **first** notify your employer. You may have to make up the time missed by working after school hours (monitor your hours very closely so you achieve the required number of hours).

Students will not be permitted to miss Co-operative Education for any extra-curricular activities without teacher approval. This includes sporting events and school-sponsored trips. Do not make medical or dental appointments on Co-op time unless absolutely unavoidable. *Plan out your schedule carefully with your employer making them aware of any extra-curriculars and unique circumstances you may face. Doing this early will almost always allow you to avoid any scheduling conflicts!*

Habitual lateness, unexcused absenteeism or not making the appropriate phone calls may result in dismissal from the program and, therefore, a likely loss of credits. By not adhering to Co-op policies you will jeopardize your work placement and risk losing your credits.

*You have been accepted into this program because you have displayed a commitment to being a successful Co-op student at Bluevale. This commitment must continue through to the final day of the semester. Do not make any decisions that would jeopardize your or Bluevale's reputation in the eyes of your Co-op employer.*

If you are asked to leave your job placement by your employer, there is no guarantee that an alternate placement will be found for you. Realize that such a situation would put your Co-op credit(s) in jeopardy.

## SCHOOL CLOSURES, SNOW DAYS & ASSEMBLY DAYS

Especially in the winter months, it is imperative that you listen to the radio for school closures and/or bus cancellations. If the buses are cancelled, but school is open, then it is your responsibility to be at your Co-op job placement if it is safe for you to do so. If, however, you are unable to get to your Co-op placement because of the weather conditions, then it is your responsibility to notify your employer, the school and your Co-op teacher. Ultimately, your safety is always the most important priority. **Unless schools are completely closed, your teacher will expect that you are at your placement unless they hear from you.**

On assembly days or days with a special timetable, do your best to get to your Co-op placement at your regularly scheduled start time. If you must arrive late, be certain to notify your Co-op employer well in advance and be prepared to stay late if your schedule and WEAF allows.

## HOURS OF WORK

The Ministry of Education requires 110 hours be allotted to each single credit (this includes pre-placement, integration and co-op workplace hours). Normally, students work a minimum of 15 hours per week (min. 3 hours per day) to obtain the required 220 hours for a two credit program. It is the responsibility of the student to ensure that the required Co-op hours are being worked.

**Monitor your hours and progress weekly using Hour Republic's Co-op Dashboard**

**Students must attend their job placement to the last scheduled day of the semester regardless of when their minimum required hours are achieved.** Students are not expected or encouraged to work at their co-op work placements on PD or PA days or school holidays. *Please let your teacher know well ahead of time if you wish to work on any such days.* **Students are not permitted to work over school breaks such as Christmas Break or March Break unless permission has been granted by their Co-op teacher and employer and the appropriate paperwork has been completed. See your teacher well in advance if you wish to work over these holiday times!**

## WEEKLY HOURS AND REFLECTIONS

Weekly hours and reflections must be submitted in order to earn Co-op credits. 'Hours' are the record of the hours completed and activities performed at the workplace. They must be submitted to your employer for their verification **on the last day of each work week**. Reflections are your personal reflections of your learning at the job placement. **Both hours and reflections are to be submitted on the scheduled due date (see your Co-op calendar). Hours and reflections that are late or incomplete will be handled on an individual basis; EXPECT that you will be removed from your placement and work at school until all hours/reflections are completed.** Submitting the daily 'work activities' associated with your weekly hours also identifies working conditions.

## CONFIDENTIALITY

While at the job placement, students may have access to files, documents, client/patient information, telephone conversations, etc., which are confidential and, as such, the information is not to be shared or discussed except at their placement when appropriate. Students will sign a **Confidentiality Statement** during pre-placement. Co-op students must abide by the confidentiality policy and copyright regulations at their placement. **Breaching confidentiality (including sharing information about an employer inappropriately via social media) will likely result in removal from the placement, thereby placing credits in jeopardy.**

## WORKER EDUCATION AGREEMENT FORM (W.E.A.F.)

A Ministry of Education **Work Education Agreement Form (WEAF)** must be completed and **signed** by you the student, your parent or guardian, and your employer **prior to the start of your job placement**. This *completed and signed* form provides you with insurance coverage while at your placement and establishes the hours within which you may work. **It does NOT cover you on your way to or from your co-op job placement.** Supplemental insurance is suggested to protect you as you travel to and from your workplace.

Your teacher must always be notified before you plan to work outside the hours stated on the agreement. A **Work Education Agreement Addendum** form **MUST be signed** by all parties and submitted to your teacher before such hours are worked. A blank Addendum Form is included in your Student Manual and extras are available on the website or in the Co-op Office. Any hours worked without having an **Addendum Form** signed beforehand will not be counted and you will not be covered by the Workplace Safety and Insurance Board – this **cannot** happen!

## DRESS CODE

Dress according to the employer's policy. The student **must comply with all safety standards** of the workplace including the wearing of protective footwear/clothing/equipment. He/she is responsible for the purchase of any footwear/clothing/equipment that may be required and is not supplied by the workplace.

## ACCIDENT / INJURY / INSURANCE

All students, except those working as Educational Assistant Trainees who are covered by the school board, are covered by the Workplace Safety and Insurance Board (WSIB) while working at the job sites. Insurance premiums are paid by the Ministry of Education and Training.

**Students are not covered by insurance while traveling to/from the job or school.** It is recommended that all Co-op students purchase Student Accident Insurance.

**Reporting Accidents in the Workplace:** In the event of **any** accidents involving the Co-operative Education student in the workplace, the student must, **by law**, report the accident immediately to the Co-op Employer and to the Co-op Teacher. If the monitoring teacher is unavailable, contact the school office (519-885-4620 ext. '0'). Follow the instructions outlined on your blue emergency card that should be kept at a central location at your workplace so that your employer also has access to it if needed.

## TRANSPORTATION

Transportation is the responsibility of each student. All students, whether non-drivers or driving personal or family vehicles must sign the **Transportation: Parental Informed Consent** (form #44). **Students are not to use their personal or family vehicles for any business related to the Co-op placement. Driving company vehicles at the placement is not permitted.**

## CODE OF CONDUCT

Students spend considerable time working in the community and, as such, are ambassadors for Bluevale. They are expected to represent the school morally and legally in a favourable manner. Students will work in a courteous, responsible, and business-like manner and show appropriate initiative. Students will strive to achieve excellence, originality and integrity in their own work and support these qualities in the work of others. Co-op students are expected to display maturity, responsibility and a desire to learn.

## COSTS INCURRED / ADDITIONAL REQUIREMENTS

**Vulnerable Sector Records Check:** Students applying for placements with the police, day-care centres, nursing or retirement homes, elementary schools, the GRCA, outdoor ed centres or the military will likely require a background check prior to acceptance. *It is recommended that police screening take place as soon as possible so the start of the placement is not delayed. The most recent cost of such a check is \$10.*

**Immunization and Tb Skin Test:** Workers in occupations such as hospitals, medical offices, daycare centres, or nursing & retirement homes should be aware that there are certain additional risks in the workplace. Pre-placement health and safety awareness is part of the in-school program and students must follow the standard guidelines of the placement. Students should be up-to-date with immunizations for Hep B, measles, tetanus and diphtheria **and** will require a 2-Step Tb Skin Test. This test has recently become free for Co-operative Education students.



