

# WORK EXPERIENCE

## Background

The District recognizes that appropriate work experience placements can be of additional benefit to students, particularly those students in the senior secondary years. Such placements also meet provincial curriculum requirements for graduation.

## Procedures

### 1. Placement

1.1. Principals shall develop procedures for the allocation of credit for work experience placements.

1.1.1. Formal student evaluation and grading shall be conducted by staff who are members of the College of Teachers.

1.2. It is expected that school rules regarding student behaviour apply to worksites, and students are expected to comply with the general requirements of the school's code of conduct.

### 1.3. Parental Permission

1.3.1. For worksites covered by WCB, the appropriate District form (Form 216-1) shall be completed and signed prior to worksite activity.

1.3.2. For worksites not covered by WCB, a school permission form (Form 216-2) shall be completed and signed prior to worksite activity, including statements regarding:

1.3.2.1. The "employer's" agreement to "employ" and supervise the student, and the student/parent agreement to be under the supervision of the "employer". This includes the "employer's" responsibility to provide any necessary safety notification or training;

1.3.2.2. The understanding that it is the parent's responsibility to provide or arrange safe transportation and/or accommodation (if necessary);

1.3.2.3. Notification that the District does not assume liability for the actions of the student or the "employer";

1.3.2.4. The length, time and date(s) of the placement.

1.3.3. Additional permission forms may be required by the organization. If approved by school personnel, these shall be completed and signed prior to worksite activity.

1.4. Work experience activity, including student-operated businesses, shall exclude specific activity that is racist or sexist, or that promotes illegal activity or violence.

1.5. Work experience placements shall not affect either the job security of any employee of the employer, or the employer's hiring and assignment practices.

1.6. School personnel may deny the student request for particular work experience placements that are, by their nature, hazardous or dangerous.

## 2. Projects

2.1. Student work experience projects may be done in cooperation with such outside public agencies or organizations as municipalities and service clubs.

2.2. The **teacher or Principal** of the school involved is responsible for determining that the proposed project is appropriate in meeting the objectives of the program.

2.3. Once a project is deemed acceptable, a formal proposal will be prepared by the Principal detailing the costs of the project's materials which are to be supplied by the other agency. This proposal is then presented to the other agency for acceptance, with a copy to the Superintendent and to the Secretary-Treasurer.

2.4. A minimum donation to the school may be required to cover the incentive component of the project if an incentive program is utilized.

2.5. Necessary materials may be delivered directly to the project site by the other agency or purchased by the Director of Operations, who will in turn bill the other agency.

2.6. Materials purchased by the Principal may be processed through the "Supplies for Resale Trust Account", or the District's account, as designated by the Secretary-Treasurer.

Reference: Sections 20, 22, 65, 75, 85 School Act  
Workers' Compensation Act  
Workers' Compensation Coverage Order OIC344/11  
Graduation Program Order M302/04  
Work Experience Order M237/11  
Policy Circular 95-05 Earning Credits in Career Programs  
Program Guide for Ministry-Authorized Work Experience Courses  
Secondary School Apprenticeship Program Guide  
Special Education Services: A Manual of Policies, Procedures and Guidelines

Adopted: February 26, 2002

Revised: May XX, 2018