

ADMINISTRATIVE PROCEDURE 225

Co-Operative Education

Cooperative education and other forms of experiential learning provide all students with an opportunity to enhance their educational programs.

1.0.0 DEFINITIONS – Experiential Learning & Related Programs

- 1.1.0 Planned learning experiences in the community, including co-operative education, job shadowing, job twinning, work experience and virtual work experience, are designed to complement classroom learning and to enhance the school program for all students.
- 1.2.0 Co-operative education is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or a locally developed course.
- 1.3.0 Job shadowing and job twinning are planned educational experiences that provide one-on-one observation of a worker or a cooperative education student at a place of employment.
- 1.4.0 Work experience is a planned learning opportunity, within any credit, that provides short-term work experience as part of a course, usually for one or two weeks and not exceeding four weeks.
- 1.5.0 Virtual work experience is a simulated work experience as part of a course.

2.0.0 PROCEDURES

- 2.1.0 The Director of Education of Education and system and school administrators support co-operative education and other forms of experiential learning for all secondary school students. Co-operative learning will enhance their school programs and assist them in making career decisions.
- 2.2.0 To this end, the district is committed to providing co-operative education and other forms of experiential learning opportunities.
- 2.3.0 The district is committed to providing school-work transition programs for students intending to enter the workforce directly after graduating from high school.

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- 2.4.0 Co-operative education and other forms of experiential learning 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.
- 2.5.0 The Director of Education and system and school administrators support partnerships between schools and employers to provide students with appropriate placements for co-operative and other forms of experiential learning.
- 2.6.0 The district shall conduct a program effectiveness survey a minimum of every four years, as part of the ongoing assessment of the delivery of co-operative education and work experience. This survey may be done in conjunction with other surveys required by the Ministry of Education.
- 2.7.0 The emphasis in co-operative education is placed on learning. It is important to note that co-operative learning is different from part-time employment.
- 2.8.0 The school shall maintain control over the direction of all co-operative education learning activities, even when students receive wages.
- 2.9.0 Any Limestone District School Board student/guardian who is engaged in a planned learning experience, must report to their Principal within five working days of being charged and/or convicted under the Criminal Code of Canada and/or the Controlled Drug & Substances Act.
- 2.10.0 The Director of Education is authorized to establish and issue such guidelines as may be necessary to implement and support this administrative procedure.
- 3.0.0 REFERENCE DOCUMENTS
- Administrative Procedure 139 Discrimination, harassment and Human Rights Violations
 - Administrative Procedure 350 Safe Schools: Codes of Student Behaviour and Discipline
 - Administrative Procedure 115 Community Partnerships

Legal References:

Ministry of Education Policy/Program Memorandum No. 119: Development and Implementation of School Board Policies on Antiracism and Ethnocultural Equity.
Co-operative Education and Other Forms of Experiential Learning. Policies and Procedures for Ontario Secondary Schools, 2000

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