



ADMINISTRATIVE PROCEDURE 220

TABLE "A": REQUIREMENTS FOR FACILITATING STUDENT JOB SHADOWING/WORK EXPERIENCE

	JOB SHADOW - "TAKE OUR KIDS TO WORK"	JOB SHADOW - COURSE BASED	WORK EXPERIENCE - COURSE BASED	CO-OP - CREDIT BASED
DEFINITION	<ul style="list-style-type: none"> One-on-one observation of a worker at a place of employment arranged, by a parent and supported by their employer. A nation-wide job shadowing program, promoted by "The Learning Partnership" (a national non-profit organization). 	<ul style="list-style-type: none"> One-on-one observation of a worker at a place of employment. May be a component of any credit course, or of a student's school-to-work transition program. Duration: Ordinarily one day. 	<ul style="list-style-type: none"> A planned learning opportunity, within any credit course, that provides students with short-term work experiences. Duration: Usually one to two weeks, but ordinarily not to exceed four weeks. 	<ul style="list-style-type: none"> A planned learning experience for which credits are earned. Enables student to apply and refine knowledge and skill acquired. Duration: A full semester (totalling 110 hours per credit).
REQUIREMENTS	<p>A. Each secondary school will determine its level of support for this community-based initiative given its existing career education program and given its existing career education program and the capacity.</p> <p>B. Where a principal chooses to support this community initiative and promotes the opportunity among grade 9 students, it is expected that principals distribute the following materials:</p> <p>Form A: Request to be Excused From School - "Take Our Kids To Work" - Job Shadow Day.</p> <p>Form B: The information document - Information for Parents and Employers - Take Our Kids to Work.</p> <p>It is the principal's responsibility to ensure that these forms are printed on school letterhead and that Form A is placed on file at the school office.</p>	<p>A. Co-ordinated by the classroom teacher in conjunction with the school's principal and workplace host.</p> <p>B. In-school instruction about employer's expectations, workplace, health and safety procedures and work ethics and attitudes. Teachers "are responsible for ensuring the selection of appropriate placements, in safe work environments".</p> <p>C. Job shadowing lasting up to one day in length "should be treated as a field trip". School board procedures for field trips would apply, including the securing of informed consent from the student's parent/guardian. Principal's approval for a field trip of this nature obtained in advance of the event.</p>	<p>A. Co-ordinated by the classroom teacher in conjunction with the school's principal and workplace host.</p> <p>B. Pre-placement, orientation session(s) - in the areas of job-readiness skills, health and safety procedures - and the development of a personal placement/learning plan (based on the curriculum expectations of the course). Students should be visited at their work experience placement at least once by a placement supervisor.</p> <p>C. Experience is planned in conjunction with school principal, co-operative education specialist, and the relevant subject teacher.</p>	<p>A. Co-ordinated by co-op education teacher.</p> <p>B. A co-op credit is ordinarily based on learning expectations from a related course(s) from the Ontario curriculum. Courses in this program area include a pre-placement and integrative activities and a placement component. A personal placement/learning plan guides the student's experience. Program has an interview/selection process for determining applicant's suitability for the program.</p> <p>C. Programs shall follow the direction set by the provincial Ministry of Education and offered in accordance with the Renfrew County District School Board Policies and Procedures Manual (2001).</p>
REFERENCE	<p>Annual Publication "Take Our Kids To Work"</p> <p>Form A: Request to be Excused From School - "Take Our Kids To Work" - Job Shadow Day.</p> <p>Form B: The information document - Information for Parents and Employers - Take Our Kids to Work.</p>	<p><i>Co-operative education and other forms of experiential learning. Policies and procedures for Ontario Secondary Schools (2000).</i></p> <p>School Excursion Procedure - Administrative Procedure (AP) 260 - Renfrew County District School Board (2004).</p>	<p>Item 7.5 (Co-operative Education and Work Experience) from <i>Ontario Secondary Schools - Grades 9 to 12: Program and Diploma Requirements (1999).</i></p> <p><i>Co-operative education and other forms of experiential learning. Policies and procedures for Ontario Secondary Schools (2000).</i></p> <p>Co-operative Education Procedure - Administrative Procedure (AP) 220 and School Excursion Procedure - Administrative Procedure (AP) 260 - Renfrew County District School Board (2004).</p>	<p>Item 7.5 (Co-operative Education and Work Experience) from <i>Ontario Secondary Schools - Grades 9 to 12: Program and Diploma Requirements (1999).</i></p> <p><i>Co-operative education and other forms of experiential learning. Policies and procedures for Ontario Secondary Schools (2000).</i></p> <p>Administrative Procedure (AP) 220 - Renfrew County District School Board (2004).</p> <p>Renfrew County District School Board <i>Co-op Policy and Procedures Manual (2001).</i></p>

INSURANCE ADVISORY CONSIDERATIONS:
(DECEMBER 2005)

JOB SHADOWING

- Whether the job shadow opportunity is a component of a credit course or is arranged through a different agency (e.g. The Learning Partnership's "Take Our Kids To Work"), students are covered by the Board's liability insurance for third party claims arising from the student's own acts of negligence (criminal and/or intentional acts excluded). If harmed or injured, students would be required to make a claim against the owner of the workplace as the Board does not provide accident insurance for students involved in job shadowing experiences.

WORK EXPERIENCE OR CO-OPERATIVE EDUCATION PROGRAMS

- Work Experience Opportunities:** Students are covered by the Board's liability insurance for third party claims arising from the student's own acts of negligence (criminal and/or intentional acts excluded). If harmed or injured, students would be required to make a claim against the owner of the workplace as the Board does not provide accident insurance for students involved in job shadowing experiences.
- Co-operative Education Programs:** Workplace Safety & Insurance Board (WSIB) coverage for students will be in effect according to the placement times stated within the Work-Education Agreement form.