
Title: Student Education Placement Policy

Resolution #:

Approval: Board of Directors

Program Area: Corporate Services

Issue Date: May 16, 2013

Date of Last Revision: December 14, 2017

Policy Statement:

The Otonabee Region Conservation Authority (Otonabee Conservation) welcomes students into the workplace and community events through education placements and community involvement activities.

Otonabee Conservation is committed to providing opportunities for student involvement and by doing so strengthening the capacity of the organization to meet its organizational goals.

Application:

This policy applies to unpaid work placements with secondary and postsecondary students enrolled at Ontario high schools, universities and colleges.

This policy also recognizes secondary student participation in activities of Otonabee Conservation for which the student would be eligible to receive credit towards the Community Involvement Diploma Program.

Guiding Principle:

Student education placements will reflect Otonabee Conservation's strategic goal, and associated priorities, of building awareness and understanding of the value of the natural environment.

Definitions:

Unpaid Work Placement (Secondary Schools and Postsecondary Institutions)

Students may select or may be required to participate in an unpaid work placement as part of their secondary school curriculum or an Approved Program offered by a Training Agency. Unpaid work placements integrate work and learning opportunities and include co-operative education, field placements, practicums, clinical placements, internships, applied research projects and service learning.

Definitions, continued:

Training Agency (Postsecondary Institutions)

A Training Agency is defined as an Ontario university or college that is funded through the Ontario Ministry of Education's operating grant (e.g. Trent University, Sir Sandford Fleming College).

Community Involvement Diploma Program (Secondary School)

Students under the age of eighteen years will plan and select their community involvement activities in consultation with their parents as per Policy/Program Memorandum No. 124a issued under the authority of the Deputy Minister of Education.

Procedures:

Otonabee Conservation will ensure that students are able to fulfil their unpaid work placement or community involvement activities in a safe environment. A supervisor will be assigned to the student.

Otonabee Conservation and the high school or Training Agency will sign an agreement which defines roles, responsibilities, timelines and other details related to the placement; and, Otonabee Conservation will satisfy its obligations as per the agreement.

Community Involvement Diploma Program

Students participating in a community event organized by Otonabee Conservation will be accepted as a member of the intended audience for that event. Any training, equipment, or special preparation that is required for the community event shall be provided by Otonabee Conservation. The staff member overseeing the event will verify the date(s), the number of hours completed by the student and sign the "Completion of Community Involvement Activities" form.

Students are not permitted to operate any type of vehicle or motorized/power equipment owned by Otonabee Conservation while on placement with the Authority.

Access to student information will be treated in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Otonabee Conservation requires that students complete the following:

- Model Release Form (optional)
- Personal Information and Consent Form – complete and sign
- Accessible Customer Service – review policy and receive training
- Other training as determined by Authority policy

Student participation as per the Community Involvement Diploma Program are exempt from the aforementioned requirements.

References:

Ontario Secondary School Diploma Requirement: Community Involvement Activities in English-Language Schools

<http://www.edu.gov.on.ca/extra/eng/ppm/124a.html>

Ontario School Boards' Insurance Exchange - Community Involvement Diploma Program

<http://www.osbie.on.ca/risk-management/advisories/community-involvement.aspx>

Training Agencies

<https://www.ontario.ca/page/go-college-or-university-ontario/>