

Administrative Procedure 7003 MR1  
*Work Experience – Placement*

1. Schools shall develop policies and/or guidelines for the allocation of credit for work experience placements.

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

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.

3. **Parental Permission**

- 3.1 For worksites covered by WCB, the appropriate district form shall be completed and signed prior to worksite activity.

- 3.2 For worksites not covered by WCB, a school permission form shall be completed and signed prior to worksite activity, including statements regarding:

- 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;

- 3.2.2 the understanding that it is the parent’s responsibility to provide or arrange safe transportation and/or accommodation (if necessary);

- 3.2.3 notification that the board does not assume liability for the actions of the student or the “employer”;

- 3.2.4 the length, time and date(s) of the placement.

- 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.

4. Work experience activity, including student-operated businesses, shall exclude specific activity that is racist or sexist, or that promotes illegal activity or violence.
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.
6. School personnel may deny the student request for particular work experience placements that are, by their nature, hazardous or dangerous.