



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Experiential Learning
Section: Educational Services

Regulation Code: ES-3.4.1
Policy Code Reference: ES-3.4

Established: April 27, 2000
Revised or
Reviewed: June 22, 2010; January 27, 2020; May 23, 2023

1. OBJECTIVE

For members of the Kawartha Pine Ridge District School Board (the Board), this administrative regulation supports cooperative education and any educational programs that include an experiential learning component in the workplace.

2. DEFINITIONS

Cooperative Education

Cooperative education is a planned learning experience, for which secondary school credits are earned while students are completing a work placement in the community that integrates the knowledge and skills acquired in a related curriculum course.

Diverse Learning Needs

The different ways in which students learn and the supports that are put in place by educators to support them. Students have different learning styles, interests, strengths, needs, and personalities, all of which affect the ways in which educators design instruction and assessment to meet individual student needs.

Experiential Learning

A mode of learning delivered under the Ministry of Education guidelines that occurs in person or virtually and provides developmentally appropriate opportunities that integrate the theoretical concepts of classroom activities with a community experience.

Pathway

The course type that students choose based on their post-secondary goals, strengths and interests. This could be de-streamed or locally developed in Grade 9, or applied, academic or locally developed in Grade 10. In Grade 11 and 12, students choose between workplace, college, mixed and university course types.

School's Code of Conduct

A Ministry of Education requirement in which all boards and schools develop a code of conduct which communicates the standards of behaviour to all members of the school community and the types of behaviour expected from them. Members of the school community include students, staff, parent(s)/guardian(s) and others such as visitors, volunteers, community partners and community rental groups.

3. APPLICATION

This administrative regulation applies to members of the board community which includes all persons on board premises, persons working on board-related business (whether on or off board premises), and persons involved with board-sponsored programs at other premises, including students, staff, trustees, parents/guardians, volunteers, visitors, and community partners.

4. RESPONSIBILITY

The Director of Education is responsible for designating resources for ensuring the implementation of and compliance with this administrative regulation.

The Superintendent responsible for Teaching and Learning K-12 is responsible for the guidelines and directives within this administrative regulation.

Family of Schools Superintendents are responsible for ensuring that principals are aware of and consistent with the implementation of this administrative regulation.

Principals are responsible for providing leadership, management and support for all members of their school communities in their knowledge, understanding and implementation of this administrative regulation. Principals are also responsible for ensuring that students and families are aware of and have access to co-operative education and experiential learning opportunities.

Educators are responsible for ensuring that they are knowledgeable about this administrative regulation and are providing opportunities for students to have access to cooperative education and experiential learning activities.

5. PROCEDURE

Experiential Learning – Program

Each school shall design, implement, monitor and evaluate those courses which are identified as being part of its Experiential Learning program, subject to the requirements outlined in Board policy and Ministry guidelines.

There are three components of the Experiential Learning Cycle included in any educational program which includes an experiential learning component in the workplace. They are as follows:

- participate in rich experiences connected to the world outside the school,
- reflect on the experiences to derive meaning, and
- apply the learning to their decisions and actions.

This is achieved when educators:

- prepare students prior to the learning experience,
- develop a learning plan,
- monitor the implementation of the experiential learning experience,
- provide opportunities for reflection and integration, and
- engage with students during evaluation.

5.1 Experiential Learning Student Participation – General

Student participation in experiential learning opportunities is the responsibility of the principal, with input from school educators subject to the following.

- 5.1.1 There shall be a consistent effort to encourage and include all students, to explore non-traditional career options as well as strategies to encourage and support all students’ participation in experiential learning activities.
- 5.1.2. Adult learners shall be encouraged to pursue experiential learning experiences as an avenue to enriching their education and to providing transition to the workplace.
- 5.1.3 Students shall demonstrate the interests and attitudes deemed appropriate for participation recognizing the wide variety of diverse student learning abilities and readiness for the workplace.
- 5.1.4 The expectations for student behaviour while involved in experiential learning shall be consistent with the school’s code of conduct.
- 5.1.5 Experiential learning opportunities shall reflect learner needs and community opportunities and can be offered at any grade or in any pathway.
- 5.1.6 Student participation specific to Cooperative Education shall be as follows:
 - 5.1.6.1 Cooperative Education shall be offered to students in the senior division (Grades 11 and 12), however, special provisions may be made to meet the needs of individual students (in special circumstances) and for students with diverse learning needs.
 - 5.1.6.2 A student enrolled in Cooperative Education shall also be enrolled in an in-school course such that the Cooperative Education component is deemed to be appropriate either concurrently or within the previous school year.

5.1.6.3 Students shall be considered fully enrolled in a Cooperative Education course only upon final acceptance by an employer.

5.2 Experiential Learning – School Responsibilities – General

- 5.2.1 Each Experiential Learning program will have a component of health and safety awareness and training.
- 5.2.2 Educators offering experiential learning opportunities under the supervision of the principal will identify job placements, select student candidates, and place, monitor and evaluate the students in the program.
- 5.2.3 Principals shall ensure a range of experiential learning opportunities including those appropriate for students with diverse learning needs.
- 5.2.4 Principals will encourage educators planning experiential learning opportunities to collaborate with Guidance, Special Education, and subject area educators in the selection and placement of students.
- 5.2.5 Principals shall ensure appropriate timetabling to support the Experiential Learning program taking into consideration the time involved in establishing job placements, processing student applicants, monitoring the students, and providing adequate assessment and evaluation.
- 5.2.6 If more than one school shares a geographic location, staff shall work cooperatively, by sharing placements and where appropriate arranging competitive student interviews.
- 5.2.7 In the event of a strike or lock-out by the bargaining unit specific to the student’s placement, the supervising educator shall find an alternative placement for the student. Students shall not participate in any strike action.
- 5.2.8 School responsibilities specific to Cooperative Education:
 - 5.2.8.1 The Cooperative Education educators shall prepare a detailed training plan/curriculum, outlining the out-of-school component for each student enrolled in Cooperative Education in collaboration with the employer. A copy shall be made available to the student and to the employer involved, and a copy retained at the school.
 - 5.2.8.2 The employer shall make the final decision concerning the acceptance of the student candidate for employment at the place of business.

5.2.8.3 A student's work agreement may stipulate additional hours thereby resulting in the earning of more than the minimum number of hours. Nevertheless, it is expected that the student shall remain in the placement during the regular length of the school year or semester. Any exceptions are with the approval of the principal.

5.2.9 Termination of Student in Cooperative Education

If a student's placement is terminated, it is the responsibility of the Cooperative Education educator, in consultation with the principal, to determine:

5.2.9.1 if the termination is due to the student's unacceptable behaviour the student is removed from Cooperative Education, with the loss of the Cooperative Education credit(s), or

5.2.9.2 if the termination is due to events beyond the student's control the teacher shall endeavour to find another placement for the student to allow for the successful completion of the Cooperative Education credits.

5.2.10 Regular student attendance is an expectation by the school and participating employers. A student shall be expected to make up any missed time at the placement, at a time that is mutually agreeable to the employer and the student, at the discretion of the supervising educator.

5.3 Remuneration for Students

Students shall not receive financial remuneration while participating in Experiential Learning programs, unless approved by the superintendent of education or designate. There is no obligation for employers to pay students. However, some employers choose to compensate students for after-school or summer work, and some offer an honorarium. The cost of personal protective equipment may be covered by the employer.

5.4 Workplace Requirements for Students

Workplace requirements such as personal safety equipment and uniforms are the responsibility of the student, however, to ensure no barriers to participation, assistance may be provided. The extent of the assistance deemed necessary shall be determined by the school principal.

5.5 Transportation to Student Experiential Learning Site

Normally, students are responsible for their own transportation. However, in certain cases, assistance in defraying a student’s costs of transportation to and from a job site may be provided. Each situation will be judged on the basis of its own merit, and the extent of the assistance shall be determined by the school principal.

5.5 Liability Insurance

The Board, through its insurance provider(s) provides insurance coverage for staff, students and employers, participating in Experiential Learning activities. Insurance coverage required by the Ministry of Education for specific activities and programs is provided.

5.5 Workplace Safety and Insurance Board

All students who are registered as participants in the Cooperative Education and Work Experience programs administered by the Board are covered by the Workplace Safety and Insurance Board (WSIB). Students placed in teacher assistant positions in a classroom are an exception as they are covered by the Board’s liability insurance.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

- [B-3.2, Equity, Diversity and Inclusion](#)
- [B-8.1, Partnerships in Education](#)
- [ES-3.4, Experiential Learning](#)
- [ES-3.6, Program Safety](#)
- [HR-4.1, Occupational Health and Safety](#)

Administrative Regulations:

- [B-3.2.4, Equity, Diversity and Inclusion – Educational Program, Evaluation, Assessment and Placement](#)
- [B-3.2.3, Equity, Diversity and Inclusion – School-Community Partnerships](#)
- [ES-3.6.2, Program Safety – Out-of-Classroom Programs](#)

Procedural Documents:

- [Concussion Safety Guidelines](#)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act](#)

Other Documents:

[Growing Success](#)

[Creating Pathways to Success: An Education and Career/Life Planning Program for Ontario Schools – Policy and Program Requirements, Kindergarten to Grade 12, 2013](#)

[Ontario Curriculum, Grades 11–12: Cooperative Education, 2018](#)

[Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016](#)

[Ontario Youth Apprenticeship Program](#)

[PPM 76A – Workplace Safety and Insurance Coverage for Students in Work Education Programs](#)

[Specialist High Skills Major Policy and Implementation Guide](#)