

## STUDENT ON PLACEMENT AGREEMENT

(to be signed on first day or prior to start of placement)

School / work location: \_\_\_\_\_

Student on placement's name and contact information: \_\_\_\_\_

Student on placement's principal/supervisor: \_\_\_\_\_

Date placement begins: \_\_\_\_\_

Date placement ends: \_\_\_\_\_

Summary of Duties and Responsibilities (participants may choose to attach information from their organization in lieu or in addition to this summary):

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Criminal Background Check / Vulnerable Sector Check completed as of

\_\_\_\_\_

(date)

Absence procedure for reporting absence:

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The Student on Placement agrees and acknowledges the following:

- The placement is related to an educational or training purpose and there is no guarantee or expectation that the placement will result in employment with the Sudbury Catholic District School Board.
- The education or training received by the Student on Placement from the placement is for the Student on Placement's express benefit.
- The Student on Placement does not replace or displace any Board employee.
- The Student on Placement will receive direct and close supervision by an appropriate supervisor.
- The Board does not derive an immediate advantage from the activities performed by the Student on Placement.
- The Student on Placement is not entitled to wages or any compensation or benefits for the time spent in the placement.
- The Board may at any time in its sole discretion, terminate the placement without notice or cause.
- The Student on Placement will maintain a regular placement schedule determined by the Student on Placement and his/her supervisor. He or she will notify the appropriate person at the work location as soon as possible when circumstances necessitate an absence.
- The Student on Placement will demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- The Student on Placement will obey to the policies, rules and regulations of the Board's site and comply with the Board's business practices and procedures.

- The Student on Placement will respect the privacy and confidentiality of all information that may be received regarding any students or staff.
- The Student on Placement will furnish his/her supervisor with all necessary information pertaining to the placement, including related assignments and reports.
- Under no circumstances will the Student on Placement leave the placement without first conferring with his/her supervisor.
- The Student on Placement will record their hours worked on placement and submit to the Principal/designate.
- The Student on Placement understands that he/she may find Administrative Procedures and Guidelines (APGs) on the Sudbury Catholic District School Board's website: [www.sudburycatholicschools.ca](http://www.sudburycatholicschools.ca), and confirms they have completed the following training by following the links on the Board's website for Student on Placement training and reviewing the information:
  - 1) Health & Safety Overview PowerPoint
  - 2) Workplace Violence and Harassment Awareness PowerPoint
  - 3) Accessibility for Ontarians with Disabilities Act (AODA) training
    - Part 1: Customer Service Standard
    - Part 2: Human Rights Code
- The Student on Placement confirms having had the opportunity to ask the Principal/supervisor any questions that he/she had in regards to being a Student on Placement and/or the training.

The Principal/Supervisor or delegate agrees to:

- a) Obtain the Student on Placement's certificate of completion for the Ministry of Labour Worker Health and Safety Awareness for Workers in 4 Steps
- b) Obtain the Student on Placement's certificate of completion for WHMIS (GHS) training
- c) Provide workplace specific (i.e. School) Health and Safety training
- d) Provide initial orientation and appropriate training and support for a Student on Placement.
- e) Show respect and appreciation for the Student on Placement.
- f) Inform Student on Placement in advance of all changes in schedule (e.g. Professional Activity days, special events, etc.).
- g) Ensure that all elementary / secondary students treat all Students on Placement with respect and co-operation.

\_\_\_\_\_  
Student on Placement's Name

\_\_\_\_\_  
Student on Placement's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Principal/ Supervisor

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date