



CO-OPERATIVE EDUCATION CADET PROGRAM

2016-2017 TRAINING YEAR

GRADES 9-12

Please Print Clearly



A. Student Information			
Surname _____	First Name _____		
Address _____			
	Civic # and Road _____	City and Province _____	Postal Code _____
Home Number _____	Alternate Number _____		
Date of Birth _____	<input type="checkbox"/> Male	Age _____	
	<input type="checkbox"/> Female	Current Grade _____	
Student Email _____		Parent Email _____	
B. Co-Operative Linking Course			
The related in-school curriculum course on which your co-op credit will be based. For cadet training year programming this related course must be one which you have successfully completed by June 21, 2016. In most cases, the linking course will be CHV 2O (Civics). However, if a cadet is highly involved in sports, a music program, etc, this linking course can be adjusted.			
Course _____		Month/ Year Completed _____	
Is the student part of a SHSM <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which SHSM _____	
C. Placement/ Training Location			
<input type="checkbox"/> Sea	<input type="checkbox"/> Army	<input type="checkbox"/> Air	Unit # _____
Unit Location _____			
CO Contact _____		Trg O Contact _____	
D. School Information			
This opportunity is open to cadets from any School Board within Ontario from Grades 9 to 12			
School Name _____		School Board _____	
School Address _____			
Student OEN # _____		SIS # _____	Band # _____
E. Parent Approval- If cadet is under 18 years of age			
I approve my child participating in the Training Year Cadet Co-Op program and certify that the above information is correct			
Parent/ Guardian _____			
	Surname _____	First Name _____	Date _____
Parent signature _____		Student signature _____	
F. CO Approval			
I certify that this cadet is a member of my unit and is in good standing and on track with level completion			
CO Name and Rank _____		Signature _____	

Note:

- Registration will not be accepted unless parts A, B, C, D, E and F are completed
- Print & complete this form (with signatures) and bring to your Guidance Counsellor for your OEN
- Scan this form and email to: sandy.mcdonald@ucdsb.on.ca



**Cadet Information Form
2016- 2017 Training Year Cadet Co-Op**



Personal Information

Name	Rank
Unit #	Unit Location

At your unit, do you participate in any additional activities besides weekly training:

Check any that apply:

<input type="checkbox"/>	Music Training (Brass and Reed)	<input type="checkbox"/>	Debating
<input type="checkbox"/>	Music Training (Pipe and Drum)	<input type="checkbox"/>	Sheers
<input type="checkbox"/>	Drill Team (With Arms)	<input type="checkbox"/>	Exertion
<input type="checkbox"/>	Drill Team (Without Arms)	<input type="checkbox"/>	Ground School
<input type="checkbox"/>	Biathlon	<input type="checkbox"/>	FTXs
<input type="checkbox"/>	Marksmanship	<input type="checkbox"/>	Orienteering
<input type="checkbox"/>	Effective Speaking	<input type="checkbox"/>	Sailing/ Sail Weekends
<input type="checkbox"/>	Flying	<input type="checkbox"/>	Canoeing
<input type="checkbox"/>	Expedition (ZET, etc)	<input type="checkbox"/>	Sports Teams
Please indicate any other additional activities you participate in with cadets:			

What Community Service Activities do you participate in with Cadets:

AGREEMENT

<i>The information above is correct</i>	<i>The information above is correct</i>
_____	_____
Student Signature	Parent Signature
Date	Date

Note:

- Print a copy of this form, complete (with student and Parent/Guardian signature) and include in application
- Cadets are to include this form in the package, scan and email it to sandy.mcdonald@ucdsb.on.ca



Student Information Form
2016- 2017 Training Year Cadet Co-Op



Personal Information

Name	Date of Birth
Mailing Address	
Telephone	Alternate Phone
Student Email	Parent Email
Unit #	Unit Location

INSURANCE

The Ministry of Education provides insurance for all cooperative education students (whose work placement is not in a school) through the Ontario Workplace Safety Insurance Board. While on cadet activities, the appropriate cadet league also provides insurance coverage. Parents/guardians are encouraged to provide additional insurance for students.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the personal information collected for the purposes of cooperative education programs is collected under the authority of the Education Act, and will be used for the ongoing administration of appropriate cooperative education work placements and programs.

PUBLICATIONS, DISPLAYS, PHOTOGRAPHS, FILMS, VIDEOTAPES, STUDENTWORK, ACHIEVEMENTS, AWARDS, PARTICIPATION

I Permit Do Not Permit

The Upper Canada District School Board and/or any of its schools to reproduce or display printed materials such as photographs, video images, articles or publications relating to or involving my child, including name, grade and school identification, which may be used in internal communications within the school and the Board or may be the subject of interest to local, regional or national media.

I Permit Do Not Permit

The Upper Canada District School Board and/or any of its schools to reproduce or display on the Internet, any images, articles or student work relating to or involving my child, including

name, grade and school identification, which may be used in internal communications within the school and the Board be the subject of interest to local, regional or national media.

I understand that in authorizing the release of such information, I am releasing any claim to protection of personal privacy of my child which I am entitled to under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

I understand my training records and other related information will be shared with the Upper Canada District School Board (UCDSB) for student evaluation purposes. I further understand the UCDSB will maintain confidentiality with these records at all times.

Note: A student enrolled in a cooperative education program cannot apply hours accumulated at his or her placement in addition to those required for credit to fulfill the community involvement expectation of the Ontario Curriculum.

The Co-operative Education Teacher will:

- monitor the student's activities and progress at the work placement on a regular basis by visits, phone calls, email and other appropriate forms of communication;
- assess and evaluate the student's progress in the program, and thereby determine his or her final grade.

Agreement and Approval

<i>I have carefully read the above information and agree to abide by these requirements:</i>	<i>I agree to have this student participate in the co-operative education program as described:</i>
_____	_____
Student Signature	Parent Signature
_____	_____
Date	Date

Note:

- Print a copy of this form, complete (with student and Parent/Guardian signature) and include in application
- Cadets are to include this form in the package, scan and email it to sandy.mcdonald@ucdsb.on.ca

After School Coop Education Program Emergency Medical Condition Form

A copy of this form must be sent with student's Registration Form.

Identify the specific condition: _____

Student Information:

Student Name _____

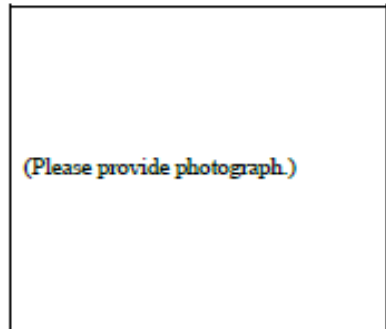
Student No. _____ Grade _____

Parent(s)/Guardian(s) _____

Civic Address _____

Home Phone No. _____

Work Phone No. _____



Emergency Plan Information – In case of emergency please contact:

Name of First Contact _____ Phone No. _____

Name of Second Contact _____ Phone No. _____

Action Emergency Plan:

I/we authorize this "Life Threatening Emergency Medical Alert" process to be shared with school staff and coop workplace supervisor.

Parent(s)/Guardian(s) Signature

Date

Student's Signature

Date



**CO-OPERATIVE EDUCATION CADET
PROGRAM
2016-2017 TRAINING YEAR**



FAQs

Who is eligible for this program?

Any current air, army or sea cadet who already has achieved at least one high school credit and is a student in Ontario. This credit does not have to be from UCDSB. Currently, we are only enrolling students within the boundaries of EOA as well as the Ottawa air units.

What if my child does not attend UCDSB?

No problem. They are still eligible, however, they should speak to their guidance counsellor to let them know that they are participating in this program. If your child's school is not supportive, please let us know. Sometimes they just are not aware of the opportunities that cadets offers.

What work will my child have to complete?

On top of completing their yearly training with their cadet unit, they will be required to complete the pre-placement assignments, a monthly journal entry, a time log sheet and a final project (A static display at their Annual Ceremonial Review)

How many hours will be required?

A total of ninety (90) hours of cadet training time is required in order to achieve one credit. 180 hours will be required to achieve two credits.

How will my child be evaluated?

Your child will be evaluated based on the thoroughness and completeness of the pre-placement work, their monthly journal entries, log sheet completion and final project. The evaluation will be completed by a co-op teacher from UCDSB.

How will my cadet's unit be involved?

There will be minimal involvement required from the CO or Trg O of your child's unit. Other than letting the teacher assigned to the unit know that the cadet has successfully completed their level/phase/star training, there is no other involvement. Evaluation and reporting is completed by the teachers. The cadet training program is delivered by the cadet's unit, not the teachers.

Can hours from last year's training year be counted?

No, we will only be counting hours obtained through cadet training as of November 2016.

What if my child requires a leave of absence from cadet training?

Please ensure you contact the co-op teacher assigned to your child and we will work with you to develop a plan.

Where will work be submitted?

Work can be submitted by emailing it to the co-op teacher, or handing the work to the co-op teacher during a visit.

How many visits will the teacher be making?

The co-op teacher will make an average of 3 visits to your child at their training location. One of these visits will be an initial interview with the cadet. Another may be to attend the unit's Annual Ceremonial Review to view the static display the cadets are to create as part of their final project.

How many credits can my child achieve?

One or two credits may be granted per training year to a cadet, depending on the total hours the cadet participates in.

What is a PPLP?

PPLP stands for personalized placement learning plan. This is a form of agreement that tells students which curriculum expectations they will be evaluated and assessed on in order to achieve the credit. This will be developed by the teacher.

What credit will be granted?

All co-op credits are linked to a credit your child has already achieved through their school. Co-op does not appear as a credit by itself on a student's transcript, but rather is displayed as co-op beside a course code of another credit. For this program, most student's will have their credit linked to civics (CHV 20) [Other options may be available]. Co-op does not replace a credit your child will need to obtain, but rather is a further exploration of that credit. This credit DOES count towards the thirty (30) credits that a student is required to achieve in order to receive their Ontario Secondary School Diploma.

Will this credit count towards one of the mandatory 18 credits?

Yes, however, only a few co-op credits may count towards the 18 credits. Please ensure you and your child are in communication with your school's guidance counsellor to ensure your child is on track for graduation.

What if my child is in a Specialist High Skills Major (SHSM) program?

Not a problem. Please ensure you let us know at the beginning of the program as co-op is a requirement for SHSM. We will try to ensure this co-op fits the SHSM requirement.

If you have any additional questions, please contact:

Sandy McDonald
Sandy.mcdonald@ucdsb.on.ca

Kerri Bergeron
Kerri.Bergeron@ucdsb.on.ca