



Night School Credit Courses | February 2019

COOP Registration and General Information

Registration: November 12, 2018 to February 7, 2019

Secondary Students MUST apply through their guidance Office

Required Documents for Registration

Mature students (18 years old, and out of school for 1 year)

- Two pieces of id (birth certificate/passport & photo id).
- Immigration papers or proof of citizenship.
- Complete high school transcript.
- Any additional post secondary documents.

Preplacement

Students accepted into the night school program will be contacted by the teacher as to the date and location of the preplacement (first class).

Expectations

- Students and their families need to be aware that the pace and the volume of work are demanding as one credit involves 110 hours of placement.
- There is no LST or guidance support available.
- The student is expected to provide his/her own transportation to and from the work location. Transportation is not provided by the school board.
- The maximum number of days absent for valid reason is two (per credit). Upon the third absence, you will be withdrawn. No Exceptions.
- The student must attend the pre-placement meeting or he/she will be removed from

Condition of Acceptance

**Students are subject to the GECDSB Code of Conduct.
 Students who do not follow the code of conduct will be withdrawn from school.**

Locations

Mason

284 Cameron Avenue
 (Corner University & Cameron)

Hours: 6:30 PM to 10:00 PM

Bus info: Take 1C

Unemployed Help Center

6500 Cantelon
 (off of Lauzon Parkway)

Hours: 4:15 PM to 7:30 PM

Bus info: Take Ottawa 4

Student Profile

The Coop program is a full-time program that runs thru Adult and Continuing Education. Placements may be paid or unpaid, assuming it meets legitimate academic requirements.

Most students will work towards earning 1 or 2 credit coop although some exception will apply.

What Student Fits Best for COOP?

- ✓ A student who needs only one credit to graduate.
- ✓ A student who needs a credit to get back on track with their scheduled graduation year.
- ✓ A student who would like to try coop, but cannot fit it into their academic schedule.
- ✓ An SHSM student who cannot fit their coop requirement into their academic schedule.
- ✓ An OYAP student who is on his/her work placement and can tie coop to an existing credit(s).

Program Requirements

Eligible students need to have completed 2 years of high school and earned at least 12 credits; by the end of the semester.

- ✓ It is preferred that the student has earned either the grade 10 GLC credit, or a GLS/GLE credit that has not been previously used to attach to a coop credit.
- ✓ Student has not yet earned 30 credits.
- ✓ Exceptions to any of these requirements may be considered in cases of an exceptional earned-match to a placement.
- ✓ It is strongly recommended that adult students complete any required academic courses before applying for coop.