

All parties must be aware of and comply with the requirements of Policy 307 – Experiential Learning and must sign this agreement prior to the student's participation in an activity. A signed copy of this agreement must be placed in the student's record.

School District: _____ School: _____

Name of supervisor (school personnel): _____

Telephone: _____ Email: _____

Name of student: _____

Telephone: _____ Email: _____

Name of parent(s)/guardian(s): _____

Telephone: _____ Email: _____

Select the type of experiential learning activity (more than 3 days):

- Career Exploration
- Cooperative Education
- Credit fast-tracked opportunities
- Essential Skills Achievement Pathway
- Exploration Activity (more than 3 days)
- Mentorship Virtual Coop
- Personal Interest 1 and 2
- Other _____

In Collaboration With:

Name of the organization: _____

Name of mentor: _____

Address: _____

Telephone: _____ Email: _____

Duration and Schedule:

- a) The student commits to the experiential learning activity on the following dates: _____

- b) The hours for the experiential learning activity will be: _____

Responsibilities of the Supervisor:

- a) Discuss with the student and the mentor the types of experiential activities available and their requirements.
- b) Approve a student's request to participate in an experiential activity.
- c) Ensure the mentor understands the requirements of [Policy 701 – Policy for the protection of Pupils](#) and [Policy 703 – Positive Learning and Working Environment](#).
- d) Confirm that the employer is covered by Third Party Liability and property damage insurance.
- e) Ensure the mentor has provided the student with rules and procedures related to privacy and confidentiality, workplace health and safety, use of safety and protective equipment, use of mobile phones and social media.
- f) Determine the learning objectives with the student and inform them of the expectations (documents to complete, professional attitude, dress code, etc.) and what their responsibilities are during the experiential learning activity.
- g) Inform the mentor of the learning objectives for the student and the student's specific needs likely to affect the safety of the student or others.
- h) Provide to the mentor documents, where applicable, that must be completed during the experiential learning activity and ensure they understand them.
- i) Inform the student and the mentor of the procedure for reporting injuries suffered by a student during an experiential learning activity.
- j) Act as the liaison between the mentor, school personnel, and the parent or guardian to facilitate communications.
- k) Explain the terms of this Agreement and ensure that it is signed by all parties involved and placed in the student's record.
- l) Observe the student's progress by doing regular follow-ups, where applicable, for example, by means of a record book, in person visits, emails to mentor, virtual conferences, etc.
- m) Provide feedback to the mentor and the student at the end of the experiential learning activity and share any relevant information with proper education personnel.
- n) Withdraw a student from an experiential activity if there is just cause.

- o) Communicate all relevant information to the Educational Assistant accompanying the student, if applicable, so that they can properly accompany the student before, during and after the experiential activity.
- p) Understand that in exceptional cases where the supervisor transports a student to an experiential learning activity, if using a privately-owned vehicle, all risks and liabilities shall be borne by the owner of the vehicle. The vehicle must possess Third Party Liability and Accident Benefits in the amount of no less than \$2 million and be equipped with winter tires between November 1 and April 30.
- q) Communicate with the student's parent or guardian as soon as becoming aware of an incident. If an accident occurs, use [Appendix A – Accident Report Form](#) of [Policy 129 – Procedure for Reporting Accidents on Public School Premises](#) to record information relating to the accident and place the completed form in the student's record.

Responsibilities of the Mentor:

- a) Understand and adhere to the requirements set out in [Policy 701 – Policy for the protection of Pupils](#) and [Policy 703 – Positive Learning and Work Environment](#).
- b) Know the specific target objectives and if applicable, the individual needs of the student.
- c) Provide the student with an experiential learning activity that is conducive to learning and ensure they are provided with positive learning and working environments that are inclusive, safe, respect human rights, and support diversity.
- d) Inform the student of rules and procedures related to privacy and confidentiality, workplace health and safety, use of safety and protective equipment, use of mobile phones and social media, and ensure that the student puts them into practice.
- e) Provide supervision of the student during the experiential learning activity.
- f) Ensure the student only performs tasks that are safe and for which they have received specific training by their mentor.
- g) Provide feedback to the student in relation to the target objectives and consult the supervisor as needed.
- h) Report an injury or illness, as required by WorkSafe NB, and inform the supervisor as soon as possible following the incident.
- i) Inform the supervisor as soon as there are any problems related to the student, such as absenteeism, incidents, or failure of the student to comply with the established rules.
- j) Ensure a student is not paid and does not replace a paid position during their experiential learning activity.
- k) Complete documents related to the experiential learning activity provided by the supervisor, if applicable.

Responsibilities of the student:

- a) Know the learning objectives, the expectations (documents to complete, professional attitude, dress code, etc.) and their responsibilities during the experiential learning activity.
- b) Act appropriately in accordance with [Policy 703 - Positive Learning and Working Environment](#)
- c) Demonstrate a professional work attitude by being punctual, respecting the code of conduct, dress code, use of cell phones and social media, and use of safety equipment/personal protective equipment prescribed by the mentor.
- d) Report any workplace incidents or injury to the mentor, supervisor, and parent or guardian immediately following the incident.
- e) Inform the supervisor of any work-related problems or concerns that arise during the experiential learning activity as soon as possible.
- f) Respect the rules of confidentiality related to the experiential learning activity (respect the confidential nature of information obtained and context concerning co-workers or other work-related information, including posting on social media sites).
- g) Complete documents related to the experiential learning activity provided by the supervisor, where applicable.
- h) Inform the mentor, supervisor, and parent or guardian of any absence or tardiness.

Responsibilities of the parent/guardian:

- a) Inform the supervisor of any behaviour, habits, or disabilities of the student that may affect their safety or the safety of others and consent to disclose their child's information to the mentor.
- b) Support their child, supervisor, and the mentor to meet the requirements and ensure the safety and success of their child's experiential learning activity.
- c) Encourage their child to always be present, punctual and hardworking at the experiential learning activity, have a positive attitude towards people and learning.
- d) Ensure their child's mode of transportation is safe. If their child is transporting themselves, ensure they have a valid driver's licence and that the vehicle is inspected and insured. Any change in the mode of transportation must be communicated to the supervisor.
- e) Contact the supervisor to discuss any questions about the experiential learning activity. The parent or guardian must conduct themselves in a respectful manner in communications concerning their child and they must not communicate directly with the mentor.

Insurance:

- a) The Government of New Brunswick assumes responsibility for insuring all students enrolled in an approved experiential learning activity against work-related injuries. Students are insured under the [Workers' Compensation Act](#) as learners and are considered workers of the Government of New Brunswick for Workers' Compensation purposes only. The [Workers' Compensation Act](#) provides compensation for personal injury, due to an accident that may occur to a student while participating in an approved unpaid experiential learning activity.
- b) The organization hosting the student is responsible for costs incurred due to accidental damage to equipment, loss of inventory and/ or production and must have third party liability.

Means of Transportation for the student:

- Driving a privately-owned vehicle
- Driven by a parent or guardian
- Walking
- Transportation organized by the school
- Public Transportation: _____
- Other: _____

Additional information, if applicable: _____

NOTE: When a student intends to use a privately-owned vehicle as transportation:

1. The parent/guardian must ensure that:
 - a) The vehicle has a valid inspection sticker and is covered by valid insurance.
 - b) The student has a valid driver's license.
2. Parking fees and driving tickets are at the student's expense.
3. All risk and liability will be assumed by the owner of the vehicle.

THIS SECTION APPLIES ONLY TO STUDENTS WHO WILL TRAVEL WITH A MENTOR OR DRIVING AN ORGANIZATION VEHICLE

This authorizes (name of student) _____

- to travel with their mentor (name of mentor): _____
- to drive a vehicle of the organization (name of organization): _____

Specifications, if applicable: _____

RISK AND LIABILITY:

- All risk and liability will be assumed by the owner of the vehicle.

VEHICLE STANDARDS:

- The vehicle has a valid inspection sticker and must be covered by Third Party Liability and Accident Benefits in the amount of at least \$ 2 million.
- The vehicle must be equipped with winter tires between November 1 and April 30.

DECLARATION CONCERNING THE DRIVER (STUDENT AND OR MENTOR):

- I hold a valid Canadian driver's license.
- I hold the proper license and have received the required training for the vehicle/machinery I am driving.
- I will not be under the influence of prescription or illegal drugs, alcohol, or cannabis, and I will not use or permit the use of tobacco products at any time during the student's transportation.
- My accumulated work and driving hours will not exceed 13 hours during a trip.
- I will adhere to all applicable Acts and Regulations regarding operating a motor vehicle.

Note: By entering my name below, I am signing this agreement, and I declare that I understand and will comply with all the conditions set out above.

Signature of the supervisor: _____ **Date:** _____

Signature of the mentor: _____ **Date:** _____

Signature of the student: _____ **Date:** _____

Signature of the parent/guardian: _____ **Date:** _____