

Charles Henderson Middle School

Rules & Procedures

Groundhog Job Shadow Day is February 1, 2019

- Complete the Job Shadowing Agreement (attached) - **DUE: JANUARY 11, 2019**
- Parents: Contact a business or work site of your child's choice and request permission to shadow a professional for the day from 7:30-3:00. Students may choose to shadow a parent at his/her place of employment.
- Job Shadowing is a requirement for 8th grade students on February 1st. Absences on this day are excused (with complete paperwork and job shadow observation report). If you choose to not participate or fail to turn in the necessary paperwork, the result will be an unexcused absence.
- Students must complete a "Job Shadowing Observation Report" (will be distributed the week of job shadowing through 7th period) as part of the excused absence. This report is due to Mrs. McWhite by Friday, February 8.
- CHMS staff will be randomly visiting job shadow sites to check attendance and take photos. Encourage your child to take photos and email them to Mrs. McWhite at mcwhitet@troyschools.net.
- The use of cell phones (texting, internet, talking) during job shadowing is unprofessional. Cell phones should be used for emergencies only, to arrange transportation or with permission from the individual that you are shadowing.
- All transportation arrangements are your responsibility!
- Students may pack a lunch, arrange for someone to bring their lunch, or walk to a nearby restaurant.
- Students should dress in school uniform unless otherwise informed by their job shadowing site.

Complete and sign pages 3 and 4 of this packet. Turn in to Mrs. McWhite by Friday, January 11, 2019. Keep pages 1 and 2 for your records.



Charles Henderson Middle School

Groundhog Job Shadow Day

Friday, February 1, 2019

JOB SHADOWING AGREEMENT:
This form must be completed (front and back), signed and returned as soon as possible and no later than Friday, January 11th.

Shadow Site Information - All fields must be completed!

Student Name: _____

1st Period Teacher: _____ 7th Period Teacher: _____

Job Shadow Site: _____

Type of Business: _____

Name of Person to be Shadowed: _____

Job Title: _____

Business Address: _____

Employee Phone: _____ Employee Email: _____

Has the job shadowing experience been approved at your workplace for the whole day from 7:30-3:00? Yes _____ No _____

If no, what time? _____

JOB SHADOWING AGREEMENT Continued.....

The School Counselor agrees to:

- Maintain students' job shadowing records;
- Provide support to the student;
- Serve as a liaison between the student and the job site supervisor

Initial: _____

The Student agrees to:

- Dress according to the Troy City Schools Uniform Dress Code unless otherwise informed by the job shadowing site;
- Show honesty, punctuality, courtesy, a cooperative attitude, proper grooming habits, professional dress, and a willingness to learn;
- Conform to the rules and regulations of the workplace in addition to the school's Code of Conduct;
- Knock on closed doors, not chew gum, eat food, text/use cell phone while shadowing;
- Complete necessary forms promptly and report any problems to the site supervisor and School Counselor;
- Represent his/her school to the public and have a positive effect on the business's willingness to work with CHMS students in the future.

Initial: _____

The Parent/Guardian agrees to:

- Be responsible for the student's behavior at the job shadowing site;
- Provide transportation for the student to and from their site;
- Give permission to the school district for all photographs, videos, and audio recordings taken to be used;
- Contact both the business and Mrs. McWhite if the child's shadowing details change.

Initial: _____

Tiana McWhite,
School Counselor

Date

Student Signature

Date

Parent/Guardian Signature

Contact Number

Date