



**Groundhog Job Shadow Day  
District Guidelines  
February 5, 2019**

The following are the Sumter School District Guidelines for Groundhog Job Shadow Day:

1. All eligible students must be provided an opportunity to participate in Job Shadow Day at a shadow site outside of the school environment. This is a work-based learning opportunity that is monitored and checked by the State Department of Education.
2. **To be eligible to participate in Job Shadow Day, students must have good attendance and discipline records and no failing grades.**
3. Principals have the option to allow students to shadow his/her faculty and staff.
4. Students are not permitted to shadow any cafeteria staff members at any school. Students are not allowed in the kitchen area.
5. Middle and High School students (Grades 6-12) participate in Groundhog Job Shadow Day.
6. Elementary 4<sup>th</sup> and 5<sup>th</sup> Grade students participate in Groundhog Job Shadow-A-Relative Day. The student shadows a relative of the student's family, 18 years or older.
7. All students must have the work site supervisor, parent, and principal permissions to participate.
8. **High school students must shadow at a worksite related to their career cluster.**
9. Dress requirements must be appropriate to the worksite location and inappropriate dress is not permitted.
10. All worksites must be outside of the student's home.
11. If a middle or high school student is shadowing a non-relative, the worksite must be within Sumter County.
12. **There is no shadowing at veterinarian worksites due to insurance and liability issues.**
13. The Job Shadow program will not adversely affect a student's attendance. However, a student, who fails to have permission to shadow or fails to complete the shadow questionnaire within the required timeline, will receive an unexcused absence for that day.
14. If a student fails to return the questionnaire, the parent will be contacted by letter prior to the student receiving an unexcused absence.
15. Safety concerns must be checked, double checked and triple checked especially if the shadow site is construction or any other high-risk job site to include, but not limited to, sites that utilize power tools.
16. Shadow experiences will be entered into PowerSchool for each student by February 28<sup>th</sup>.
17. School counselors and/or Career Specialists will maintain a master list of all students who participated in the Job Shadow Day.

**The Counselor (elementary school) or Career Specialist (middle/high school) must receive the completed application no later than 4:00 p.m. on January 28, 2019**