

*Conemaugh Valley School District*

# COLLEGE VISIT & JOB SHADOWING POLICY



**Students are strongly encouraged to plan college visitation and/or job shadowing days when CV students are not in session (Teacher in-service days, holidays, weekends, or during summer months.)**

**Attendance** at school is not only important for students to succeed in their academics and obtain higher achievement but it also linked to graduation rates, career, work, scholarship awards, and college admissions. Attendance is reported on each student's permanent transcripts. It is also an accountability factor for all school districts to monitor.

**--COLLEGE VISITS--** Seniors are permitted three college visits. These will count as an excused absence if the proper procedures are followed.

1. **Make an appointment with the Admissions Office** for an interview and tour of the campus. An excused college visit is an official visit to the College with your parent or guardian. Visiting a friend at a college is not considered an official college visit.
2. **Pre-approved at least one week in advance.** Two college visitation forms must be picked up in the Guidance Office. One needs to be signed in advance of the visit by your parents/guardians. This form must be returned to the main office **before the visit**. The second form should be taken with you on the visit and signed by an appropriate college official. This form must be **returned to the main office upon your return to school**.

**--JOB SHADOWING--** Seniors may utilize their college visit days to take advantage of a job shadow experience. They will not be marked absent if the proper procedures are followed and the student is spending the entire school day at the site. Juniors can also be excused for one job shadowing day.

1. **Make an arrangement with a selected job shadow site.** Many job shadow experiences are arranged through personal friends, family members or acquaintances. Due to liability issues, school personnel cannot make direct arrangements for job shadowing for students.
2. **Pre-approved at least one week in advance.** Two job shadow forms must be picked up in the Guidance Office. One needs to be signed in advance of the visit and returned to the main office **before your job shadow experience**. The second form will be taken with you on the job shadow experience and signed by your site official. This form must be **returned to the main office upon your return to school**.

**\*\*\*All college visit and job shadowing forms are also available at our CV website at [www.cvk12.org](http://www.cvk12.org).**

The School Counselor and Principal reserve the right to determine if a college visit or job shadowing experience is necessary on a school day. A campus visit or job shadowing on a school day is not an automatic right. (Cited:Student Handbook)

*Pre-Approved one week in advance*  
**Conemaugh Valley HS**  
**Job Shadowing Form**  
**FORM 1**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip  
Code: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

**I grant permission for my child to participate in the following job shadowing experience:**

Date/Times of Job Shadowing: \_\_\_\_\_

Job Shadowing Site: \_\_\_\_\_

Address: \_\_\_\_\_

Job Shadowing Site Supervisor: \_\_\_\_\_

Office/Department: \_\_\_\_\_

Job Shadowing Site Supervisor Phone #: \_\_\_\_\_

In granting this permission, I assume full responsibility of any damage to personal property caused by my child. Further, I hereby waive any claim for liability against the Board of Education, Conemaugh Valley School District, including its employees and representative, and release them from all liability in connection with this trip. I further agree that in the event disciplinary action, or the health of my child, may make it necessary, at the discretion of the sponsors, my child, maybe forthwith returned home at my expense. I further consent and will be responsible for any medical or dental treatment that may be advisable at the discretion of any physician or dentist. It is further warranted that if this consent form is signed by one of two parents or guardians, it is with the authority of the other. Further, I grant permission to photograph my child for identification, promotional and educational purposes for this job shadowing experience.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

Pre-approved one week in advance.

*Conemaugh Valley HS*  
**Job Shadowing Form**  
**FORM 2**

To: Job Shadowing Coordinator

Re: Conemaugh Valley HS Student participating in a job shadowing experience.

**STUDENT'S NAME** \_\_\_\_\_

**NAME OF JOB SITE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**DATE/TIMES OF JOB SHADOWING** \_\_\_\_\_

\*\*\*\*\*

**NAME OF OFFICIAL** \_\_\_\_\_

**TITLE OF OFFICIAL** \_\_\_\_\_

**OFFICE/DEPARTMENT** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF OFFICIAL** **DATE**

**This form must be completed by the Job Shadow Site Coordinator and returned to  
Conemaugh Valley High School.**