



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Community Resources**

SUBJECT: **Job Shadowing for Students**

A. PURPOSE AND SCOPE

1. To outline administrative procedures related to job shadowing experiences for students.
2. **Related Procedures:**
 - Work Experience Education 4126
 - Field Trips, Single-Day Within State 4585
 - Instructions for Obtaining Transportation for School-Related Activities 4586
 - Leaving School Grounds, Secondary 6-12 6156

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policies F-1500, F-2000, F-2200, F-3050, H-3500, H-7900, H-7920; Education Code section 51769.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of College, Career and Technical Education.
2. **Definition.**
 - a. **Job Shadowing Experience:** A visit to a workplace for the purpose of career exploration for no less than three (3) hours and not more than 25 hours in one (1) semester, intersession, or summer school session (Education Code section 51769[b]). Job shadowing is part of the curriculum/career exploration sequence in an effective Career Technical Education transition strategy. Its purpose is to expose students to career opportunities in an actual workplace.
3. The district's **workers' compensation insurance** automatically covers students while job shadowing at a workplace.
4. **Field Trips.** If students are participating in a field trip to a place of business for the purpose of curriculum/career exploration and are supervised by a certificated employee, refer to Administrative Procedure 4585. Such students will be covered under the district's field trip blanket accident insurance, not workers' compensation insurance.
5. **Requirements.**
 - a. Formal preparation of students prior to the job shadowing experience includes discussion of the following:
 - (1) Appropriate behavior and dress for the workplace to be visited
 - (2) When, where, and how long the student will be shadowing
 - (3) Questions to ask the person whom the student will be shadowing

- (4) What is expected of the student upon completion of the shadowing experience (e.g., thank you letter, reflections, paper, oral report, sharing with a small group in class).
- b. Parent permission and student transportation plan.
- c. Teacher permission (e.g., "Excuse from Class" form) if job shadowing occurs during the school day.
- d. Enrollment in Exploratory Work Experience Education or a Regional Occupational Program (ROP) course with a community classroom component if student job shadows for more than 25 hours in one (1) semester, intersession, or summer school session.
- e. Placement of students in job shadowing experiences that endanger their health, education, welfare, or morals is prohibited.
- f. Age appropriateness of job shadowing experiences must be considered. In most cases, the student is job shadowing during regular business hours. School staff should keep in mind the necessity of maintaining good relations with employers.

D. IMPLEMENTATION

- 1. School assigns staff responsibility for:
 - a. Preparing and debriefing students
 - b. Contacting and following up with employers
 - c. Matching students and employers
 - d. Arranging student transportation, if necessary (see Administrative Procedure 4586; private care and public transportation are acceptable with parent permission); and
 - e. Obtaining parent/teacher permission forms.

E. FORMS AND AUXILIARY REFERENCES

- 1. Parent Authorization for Student Participation in Job Shadowing Experience (Attachment 1)

F. REPORTS AND RECORDS

- 1. List of employers participating in student job shadowing experiences and number of students per employer.

G. APPROVED BY



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General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff