

# Rhea County Department of Education

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Dear Juniors, Seniors, Parents, Businesses:

The Rhea County School System will continue the annual job shadowing activity for juniors and select seniors. The purpose of job shadowing is for students to “shadow” adults on the job where students can learn firsthand about career interests they might like to pursue in the future.

**Thursday, February 8, 2024** has been designated as RCHS’s Job Shadow Day. Juniors who satisfactorily complete all the activity requirements may be approved to job shadow their senior year. The final approved list must be acceptable by RCHS administration. A student may not be approved due to attendance, discipline, or previous semester grades. Job shadow activity guidelines are as follows:

- # 1. Students are responsible for setting up his or her own Job Shadow placement: contacting the employer, clarifying specifics such as transportation to and from the activity site, proper dress requirements, work times, COVID requirements, and lunch schedule.
- # 2. Students will obtain parental and/or custodial permission to participate in this activity including insurance coverage information. This is due no later than **Tuesday, February 6, 2024.**  
**Student FORM-A**
- # 3. Students must have the person they are shadowing submit Employer Form A online. Students are encouraged to choose a work place they have an interest. Students cannot shadow someone at their own place of employment, their parents, or Rhea County High School employees. This activity is designed to explore a new and different career interest. **Due Tuesday, February 6, 2024.**  
**Employer FORM-A at [rchs.rheacounty.org/job](https://rchs.rheacounty.org/job)**
- # 4. The employer must agree to have the student shadow a single employee. **This is designed as a one-on-one experience with one student per workplace/employee.** Employers may be contacted by telephone or in person throughout the activity day.
- # 5. ***Parents/guardians agree to accept responsibility for any liability for this activity event.*** The school system and/or employer will not be responsible for insurance claims for any accidents.
- # 6. This activity is scheduled for **Thursday, February 8, 2024** only. Students who are ill and choose to stay home will need to contact the employer/employee he/she was to shadow on this date.
- # 7. Students will have the employer submit the Employer Form B online no later than **Friday, February 9, 2024.**  
**Employer FORM-B at [rchs.rheacounty.org/job](https://rchs.rheacounty.org/job)**
- #8. Students will submit the Student Form B online no later than **Friday, February 9, 2024.**  
**Student FORM-B at [rchs.rheacounty.org/job](https://rchs.rheacounty.org/job)**

Students who complete this activity by the deadlines may be approved to job shadow their senior year. If the Student Form B and the Employer Form B are not turned in by **Friday, February 9, 2024**, the student will be counted absent for the day they missed. If you have any questions, please contact Amy Wood at [Wooda@rheacounty.org](mailto:Wooda@rheacounty.org).

Students are responsible for sharing this page with the Employer/Workplace they would like to shadow.

## **Employer FORM – A**

**Due Date: Tuesday, February 6, 2024**

Please complete the Employer Form A (Permission Form) at [rchs.rheacounty.org/job](https://rchs.rheacounty.org/job).

A Rhea County High School student has requested to participate in Job Shadowing at your workplace. We ask that you allow this student to be in your workplace on **Thursday, February 8, 2024** to shadow (observe) an employee during the day to learn about what the job is really like. This can help the student make better career choices. The student will drive to your workplace for the start of the workday, stay with the employee, and then leave at the end of the workday, or at 3:00 (end of the school day).

Only one student will be allowed with each employee. This should be a one-on-one experience.

**Employer Form A is due no later than Tuesday, February 6, 2024.**

Please feel free to contact Amy Wood, School Counselor, at [wooda@rheacounty.org](mailto:wooda@rheacounty.org) should you have any questions.

We would like to thank you for your participation. We feel this will establish closer working relationships between the school and businesses, introduce kids to the work world, emphasize the importance of academics and school, generate positive public relations for your company, and help students make better career choices.

Please feel free to email any pictures you take of the students to [wooda@rheacounty.org](mailto:wooda@rheacounty.org).

## **Employer FORM – B**

**Due Date: Friday, February 9, 2024**

Thank you for participating in Job Shadowing Day. Please complete this brief evaluation of your experience so that we can continue to improve the program at [rchs.rheacounty.org/job](https://rchs.rheacounty.org/job). **If this form is not completed, students are ineligible to Job Shadow their senior year.**

## Students – Give these guidelines to the *Person* you plan to shadow

Dear Employer/Workplace Host,

We appreciate your willingness to have a student Job Shadow you for the day. This activity takes place around the state and the nation and is becoming very popular in bringing students into the world of work to help them make better career choices.

Employers/Workplace Hosts have asked for some information on what to do the day they have a student shadow. Basically, we want the student to see what your job is really like so the student can make informed decisions about pursuing your area as a possible career. Therefore, we have the following suggestions:

1. Make sure the student is clear on any COVID requirements in your workplace. The student should know the dress code as well as acceptable and unacceptable behaviors. Establish the starting and quitting times, which should give the student around seven hours experience with you, if possible. Lunch arrangements should be discussed.
2. If you could schedule a typical experience during the day, this would benefit the student. An orientation of the workplace and the general purpose and organization of the company would be a good beginning exercise.
3. We encourage you to give the student actual work to do typical of what would normally be done. If appropriate, the student could file, do computer work, follow you on rounds, observe, respond to reports/letters, hand you supplies and equipment as you work, etc. We would like the student to be as actively engaged as possible during the entire time he/she is with you.
4. The student should not be involved in any activity that would present a safety or health risk. Please go over any safety/health (including COVID) rules that might pertain to your situation as soon as the student arrives.
5. Take pictures of the student job shadowing if you would like and email them to [wooda@rheacounty.org](mailto:wooda@rheacounty.org).

During the day the student should ask you some questions about your job such as what helped prepare you the most for the job you have. The student will complete a short survey of these questions to submit to RCHS. He/she will also ask you to fill out an Employer B form online at [rchs.rheacounty.org/job](https://rchs.rheacounty.org/job) due **Friday, February 9, 2024**. Students will not be able to Job Shadow in the spring if all forms are not returned by the deadlines. Someone from the school may try to call or visit during the day to check on how things are going.

If you have any questions please contact Amy Wood, School Counselor, Rhea County High School at [wooda@rheacounty.org](mailto:wooda@rheacounty.org). We would like to thank you again for your interest and cooperation.

# Student FORM – A

**Due Date: Tuesday, February 6, 2024**  
**Parental Permission Form**

Student's Name: \_\_\_\_\_ School: **Rhea County High School**

Your student has expressed an interest in participating in Job Shadow Day on Friday, February 2, 2024. He or she will visit a local workplace, shadow or observe an employee for a day, and obtain first-hand knowledge of the career they may be considering for the future. **Please fill out this form and return it to the RCHS Counseling Office by Tuesday, February 6, 2024.** This form must be on file in the Counseling Office in order for your child to participate. **Permission forms may be FAXED to RCHS at (423) 285-6829 or emailed to WoodA@rheacounty.org.**

## Authorization:

My child has my permission to participate in Job Shadowing activities at (workplace) \_\_\_\_\_ and follow (name of employee) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_ on **Thursday, February 8, 2024**. He/she will be involved in the following activities at the work site: (on the back of this form list a brief description such as observing, visiting plant floor, riding in a company truck, talking with customers, operating a computer, etc.). I understand that my child is expected to follow the guidelines on page 1 of this packet.

Students will need to complete Student Form B online in order to obtain an approved school activity absence. **The completed online Student Form B is due by Friday, February 9, 2024 to complete this assignment.** If Student Form B is not completed by Tuesday, February 6, 2024, your student will be marked absent for that day.

My child will provide his/her own transportation. I understand the school system and the employer/business **will not** be held responsible for any accidents that might occur. My child is insured by the following company \_\_\_\_\_, which will be responsible. If my child becomes ill during the job site visit, the employee/workplace is given permission to use best judgment in obtaining medical services for my child.

My child will be given Activity status for his/her absence from school and will be allowed to make up his/her work only if:

1. Student and Employer FORMS A are returned by **Tuesday, February 6, 2024**
2. He/she is present and participating at the workplace during the times specified on **Thursday, February 8, 2024**
3. Student and Employer FORMS B are returned by **Friday, February 9, 2024**

The job site chosen should be appropriate for age, health, and safety for your child. Your child is expected to have both appropriate dress and behavior for the job site chosen. This is a one-on-one experience with only one student shadowing one employee.

Students may present any pictures the employee allows them to take to wooda@rheacounty.org.

If you have any questions, please email Amy Wood at wooda@rheacounty.org.

I understand and agree to the above statements.

\_\_\_\_\_  
(parent/guardian signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(PRINT – parent/guardian name)

\_\_\_\_\_  
(home phone number)

## **Student FORM – B**

**Due Date: Friday, February 9, 2024**

**You will need to go to the form online at [rchs.rheacounty.org/job](https://rchs.rheacounty.org/job). Paper forms are for reference only.  
The online form will be the only one that counts for attendance.**

### **STUDENT SHADOW SURVEY FORM**

Please ask your workplace host the following questions sometime during your day and complete the online form.

1. What courses in school would help prepare someone for this job?
2. What do you feel helped prepare you the most for this job (classes, other jobs, etc.)?
3. What would the starting salary be for this job in today's job market?
4. What are the educational requirements for this job?
5. What other requirements, such as age or certain skills, are needed for this job?