

Board of Education Policy 3.3600  
Catawba County Schools Administrative Procedure

Shadowing

The Catawba County School System offers shadowing opportunities for students to explore different career areas and opportunities. This program enables a student to spend a designated amount of time, usually a half or full day, with a person who serves as a career model in a field of interest to the student.

- Shadowing applicants may be classified as 9th - 12th grade, and must be in good standing at their schools with regard to discipline and attendance.
- All shadowing requests must be sponsored by one of the student's teachers who will (1) serve as the school liaison between the student and the Career-Technical Education Department contact and (2) determine what type of class credit is to be awarded.
- Shadowing applicants must complete the application process which will include two written recommendations: one from a sponsoring teacher (as referenced above), and one from the student's counselor that will include discipline and attendance records.
- No wages are received for a shadowing experience, but class credit may be earned.
- Shadowing is scheduled during non-instructional time (workdays, holidays, summer).
- All shadowing sites must be pre-approved by the Catawba County Schools Career-Technical Education Department.
- Students are selected based on the availability of appropriate shadowing sites and the date of application.
- Shadowing experiences must be arranged and coordinated by the Catawba County Schools Career-Technical Education Department.
- Once the shadowing is arranged, the Catawba County Schools Career-Technical Education Department will send confirmation to the student giving pertinent information about the shadowing placement.
- At the conclusion of the shadowing experience, the student will be expected to submit required paperwork as outlined in the guidelines for the shadowing program.

It is the policy of the Catawba County School System not to discriminate against race, age, color, religion, sex, marital status, pregnancy, parenthood, or handicapping conditions in its educational activities or employment policies.

Approved \_\_\_\_\_

Date 11/28/2005