

# Scott Community High School

Parents of Junior Students,

Please find information below for three exciting, upcoming opportunities for SCHS Juniors in February. If you have questions about any of these, please contact Mrs. Price or Mr. McCormick at the high school.

## ***Junior Job Shadow Day*** February 12, 2020

**Purpose:** The purpose of Job Shadow Day is to provide students at SCHS the opportunity to view the workday of a professional on-site in a field similar to what they are pursuing as a career option and/or is included in their career cluster. Students will be able to interact with staff and customers while exploring a field of interest and developing occupational skills. This effort aligns with the Kansas State Department of Education's Kansans CAN vision supporting the exposure to various job fields, work clusters and pathways.

**Vision:** The Job Shadow Day program would focus on accessibility for every student to gain real-world experience "on the job" shadowing a professional. Students will focus on the following skills in the process:

- Interpersonal Skills
- Employability Skills
- Communication Skills
- Applied Academic Skills
- Critical Thinking Skills
- Resource Management

As parents, we ask that you help encourage your student to approach a business in a professional manner and advocate for themselves. Students are asked to secure the job shadow site on their own and will be provided with a list of contacts of businesses that have indicated their desire to support job shadowing. Lindsay Singley, at the Scott City Area Chamber of Commerce has notified Chamber members of this activity and they are expecting students to contact them. However, assistance is available from the following sources should they need help:

- Katie Eisenhour at the Scott County Economic Development Committee  
113 E. 5th Street, Scott City, KS 67871  
620-872-3525 Ext. 2
- Lindsay Singley at the Scott City Area Chamber of Commerce  
113 E. 5th Street, Scott City, KS 67871  
620-872-3525
- [www.chamber.scottcityks.org/members/](http://www.chamber.scottcityks.org/members/)
- Suzette Price at Scott Community High School  
712 in St., Scott City, KS 67871  
620-874-1332 or 620-872-7620
- Student's teachers and advisors, administrators and staff

Students will report to the high school by 8:00 a.m. for directions for the day. At that time, they will pick up a sack lunch to take with them. Students that are able to drive themselves to the work site are allowed to do so, however students that need to have school transportation to and from the job site need to sign up in the high school office so transportation can be provided. Students will not be allowed to leave the work site for lunch but will be given a break to eat their sack lunch. All students will be expected to return to the high school by 3:00 p.m. for follow up assignments and de-briefing.

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**School Responsibilities:**

1. Provide forms and maintain adequate records.
2. Provide general related instruction.
3. Notify employer in advance if student's good standing changes (when possible).
4. Evaluate the student's documentation and help student to build online work portfolio in Xello.

**Business Partner Responsibilities:**

1. Host the student from 8:30 a.m. to 3:00 p.m.
2. Business Partner supervisor may NOT be a parent or guardian of the student.
3. Provide safe working conditions and safety instruction needed for the student learner.
4. Provide information about instruction and training in the industry field.
5. Communicate with the coordinator to discuss any issues that may arise.
6. Discuss with student rules on social media and technology use in the workplace.
7. Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
8. Allow the student time to eat a sack lunch.

**Student Responsibilities:**

1. Report to SCHS at 8:00 a.m. for briefing, attendance, and to pick up sack lunch.
2. Return to SCHS at 3:00 p.m. for debriefing and paperwork completion.
3. Perform the necessary tasks and follow instructions given by the counselor-coordinator and/or employer.
4. Secure job shadow worksite for the date of **WEDNESDAY, FEBRUARY 12, 2020.**
5. Secure supervisor signatures by deadline given by counselor-coordinator.
6. Inform school of transportation needs to and from worksite.
7. Complete paperwork prior to and following experience and work with counselor to upload necessary documents to online portfolio.
8. Notify the counselor-coordinator AND worksite job shadow supervisor of absence prior to starting time (when possible).
9. Report to the coordinator as soon as possible when problems arise affecting his/her job shadow experience.
10. Work to expand knowledge of employability skills needed, job site history and needs, education and training needed, and complete final reflection paperwork at end of day.

## ***State Free ACT for Juniors***

February 25, 2020

The State of Kansas is again providing the ACT during the school day for EVERY Junior on February 25, 2020. All registration for this event is handled at the school level. Students may prepare with free practice tests online or from the counselor, ACT Academy free online prep at ACT.org, as well as numerous apps and books available. There is nothing needed as every Junior student is already enrolled to take this test through the school. We advise that students are well-rested and have a good breakfast before testing that day. The exam will be from 8:00 a.m. to 12:30 p.m.

## ***State Free WorkKeys for Juniors***

February 26, 2020

This exam will be administered during the morning of February 26, 2020 for all Junior students. Again, the state of Kansas is providing this at no expense to families and every junior is already enrolled to complete this exam. WorkKeys information taken from ACT.org: "WorkKeys assessments help measure workplace skills, such as Applied Math, Graphic Literacy, and Workplace Documents, that can affect job performance. ACT® WorkKeys® assessments are the cornerstone of the ACT workforce solutions. The assessments help measure the workplace skills that can affect student job performance. WorkKeys assessments are:

- Unique—Unlike other assessments, they don't simply give an indication of reading and writing competency. Instead, they measure a range of hard and soft skills relevant to any occupation, at any level, and across industries.
- Recognized—Successful completion of WorkKeys assessments can lead to earning a National Career Readiness Certificate® (NCRC®)—a credential that verifies foundational workplace skills. Tens of thousands of employers recognize the value of the NCRC, and many recommend the credential to candidates."