

**Family and Consumer Sciences
Job Shadowing 2009-10
Mrs. Chatman
Room 110**

Job Expectations

- Be on time
- Be cooperative
- Use self discipline and good judgment
- Take Initiative
- Learn as much as you can about the career you've chosen

Course Requirements

- Introductory Letter
- Coursework Portfolio
- Journals
- Signed Passes
- Required 40 unpaid hours
- Signed Documents
- Grade Period Reports
- Evaluations

Grading Policy

- District Grading Scale will be used
- Total points system
- Final Report is worth 20% of grade

Behavior

If there is a disruption to the learning environment the student will be on probation and the following will occur:

- Contact the parent
- Office Referral
- Conference with parent student and teacher

If there is a second problem the following will occur:

- Request to drop student
- *Severe Clause – fighting, vandalism, insubordination will
Result in a direct office referral and removal from the
program

Office Hours

Mrs. Chatman is available in room 110 from 7:15 a.m. til 7:40 a.m.
or 2:45 p.m. til 3:30 p.m. Check prep times or make an appointment
for additional help. Email: dchatman@plano88.org
School phone number 552-3178.

Read and Sign the following page:

**Job Shadowing
Chatman**

Student Name _____

A parent signature is required for the student to take this course.

The students are required in this course to keep a portfolio. They will need to purchase a folder for this purpose. They also need to be permitted to access to the internet occasionally during school.

Date _____ **Parent Signature** _____

Students are required to have a car to participate in this program and will be leaving the school grounds each assigned day to go to their job. If you agree to support your student in this elective class, please sign below. (A specific permission to drive off campus form must also be filed with the main office for a student to leave.)

Date _____ **Parent Signature** _____

At the conclusion of this course, the student will be required to attend a School Board Meeting for a presentation of their Job Shadow Experience.

Date _____ **Student Signature** _____

**Family and Consumer Sciences
Job Shadowing 2009
Mrs. Chatman**

The following student _____ has enrolled in a Job Shadowing course offered by Plano High School. This will be a graded, hands-on opportunity for the student to learn about a specific occupation. During the semester, they will attend their job instead of being in school during one school period. Because we are on the block schedule, their attendance with you will be 90 minutes every other day. To achieve an A letter grade, they must complete all assignments and have worked at least 40 hours.

Enclosed is a letter from one of the Plano High School students. Our student is asking you to consider being their coordinator. Your job would be to offer a learning opportunity for them, take attendance and evaluate their performance. If you would be interested, please fill in the following information. This can be returned with the student, mailed or faxed. Please call if you have other questions, I'm available before school 7:15 – 7:40 or after school 2:40 - 3:05.

Thanks for your interest,

Deb Chatman
Instructor
Plano High School
702 W. Abe St.
Plano, IL 60545

Phone: 552-3178
Email: dchatman@plano88.org

**Family and Consumer Sciences
Service Learning 2009-10
Mrs. Chatman
Room 110**

Job Expectations

- Be on time
- Be cooperative
- Use self discipline and good judgment
- Take Initiative
- Learn as much as you can about the career you've chosen

Course Requirements

- Find and set themselves up in a helping type situation.
- Introductory Letter
- Journals
- Signed Passes
- Required 40 unpaid hours
- Signed Documents
- Grade Period Reports
- Evaluations

Grading Policy

- District Grading Scale will be used
- Total points system
- Final Report is worth 20% of grade

Behavior

If there is a disruption to the learning environment the student will be on probation and the following will occur:

- Contact the parent
- Office Referral
- Conference with parent student and teacher

If there is a second problem the following will occur:

- Request to drop student
- *Severe Clause – fighting, vandalism, insubordination will
Result in a direct office referral and removal from the
program

Office Hours

Mrs. Chatman is available in room 110 from 7:15 a.m. til 7:40 a.m. or after school. Check prep times or make an appointment for additional help. Email: dchatman@plano88.org
School phone number 552-3178.

Read and Sign the following page:

**Service Learning
Chatman**

Student Name _____

A parent signature is required for the student to take this course.

Students are required to have a car to participate in this program and will be leaving the school grounds each assigned day to go to their job. If you agree to support your student in this elective class, please sign below. (A specific permission to drive off campus form must also be filed with the main office for a student to leave.) Students are to not receive pay for this learning opportunity.

Date _____ **Parent Signature** _____

**Family and Consumer Sciences
Service Learning 2009-10
Mrs. Chatman**

The following student _____ has enrolled in a course offered by Plano High School called Service Learning. This will be a graded, hands-on opportunity for the student to learn and volunteer with you. During the semester, they will attend their job instead of being in school during one school period. Because we are on the block schedule, their attendance with you will be 90 minutes every other day. To achieve an A letter grade, they must complete all assignments and have worked at least 40 hours. How you utilize their services is up to the two of you. They have completed Peer Leadership training which focuses not only on leadership skills but also on prevention issues, problem solving strategies and helping skills. These students could work well with small groups, individuals or a whole group.

Enclosed is a letter from one of the Plano High School students. Our student is asking you to consider being their coordinator. Your job would be to offer a learning opportunity for them, take attendance and evaluate their performance. If you would be interested, please fill in the following information. This can be returned with the student, mailed or faxed. Next, the student will set up a time to contract your expectations with them. Please call if you have other questions, I'm available before school 7:15 – 7:40 or after school 2:40 – 3:05.

Thanks for your interest,

Deb Chatman
Instructor
Plano High School
702 W. Abe St.
Plano, IL 60545

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