

SDSU/Brookings Project SEARCH Intern Handbook 2019-2020



Welcome

Welcome to SDSU/Brookings Project SEARCH! The SDSU/Brookings Project SEARCH staff will work hard to ensure that this will be a successful year for everyone. We will demonstrate professional conduct, impartial direction, objective advice, and individualized recommendations which are ultimately designed to teach and establish the standards over the course of this program. These expectations will prepare interns for the competencies expected in the business world. Project SEARCH interns are expected to conduct themselves as an employee would, and follow similar standards. In addition, since Project SEARCH is a Brookings School District program, interns must adhere to the Brookings School District policies and procedures, unless otherwise specified. The District policies and procedures can be found on the Brookings School District website: www.Brookings.k12.sd.us

This handbook will acquaint you with the details of our program. It is a guide, and is subject to change as needs arise, or based on decisions made by the Project SEARCH Leadership Team, Brookings School District, Director of Special Education, Board of Education, the Department of Rehabilitation Services (DRS), Project SEARCH Coordinator, and/or Project SEARCH Skills trainer. With a clear understanding of our expectations and an enthusiastic and committed attitude, we are confident you will have a great year.

Contact Information

Parents and guardians should address any questions and concerns regarding a student intern's work experience to Project SEARCH staff. Please do not contact job site supervisors directly.

Larry Ayres (Coordinator)

688-4407 (Office) 690-7985 (Cell)

Email: larry.ayres@k12.sd.us

Kyrsten Zimmerman (Skills Trainer)

688-4407 (Office) 695-5340 (Cell)

Email: kyrsten.zimmerman@advancebkg.com

Internship Rotations

Over the course of the year, interns will complete three (3) 10-12 week unpaid rotations. The first rotation will be selected for the interns; however, they will have the opportunity to express preferences for the second and third rotations. Project SEARCH staff will work hard to honor said requests. In addition, the third rotation may involve competitive employment. The goal of Project SEARCH is for interns to gain as many transferable job skills as possible in order to obtain competitive employment. To this end, interns may complete 2 rotations that are similar; the third must be distinctly different. While internships are unpaid, the Department of Rehabilitation Services provides each intern a monthly stipend.

Curriculum and Instructional Outcomes

SDSU/Brookings Project SEARCH follows the national Project SEARCH curriculum. Interns receive direct instruction on topics that may include, but are not limited to: Team Building, Workplace Safety, Technology, Self-Advocacy, Maintaining Employment, Financial Literacy, Health and Wellness, and Preparing for Employment.

Progress

Performance will be evaluated in the following areas: attendance, class participation, attitude, work evaluations and as required by the IEP. The skills trainer, teacher, or supervisor will complete work evaluations. We will make every effort to ensure that intern progress is communicated through newsletters, emails, phone calls and progress meetings. The purpose of this communication is to ensure that all parties involved are supporting the intern's transition and job goals. Any communication or

meetings will involve all or some of the following: teacher/coordinator, skills trainer, intern, family members/guardians, Career Advantage staff, Director of Special Education, and DRS representative(s).

Skills Training

The skills trainer(s) is (are) here to provide indirect support while you complete your internship rotations. They will help you learn your tasks and understand what is expected of you. It is your job to ask for help when you need it. Skills trainers DO NOT work side-by-side with interns all day long. The goal of this program is independence. You are expected to take directions from your supervisor and ask questions when you need help.

Division of Rehabilitation Services

The Division of Rehabilitation Services pays part of the costs for interns to attend this program and receive skills training. In order to receive those services, interns are expected to attend required regularly scheduled meetings with his/her VR counselor. Lack of participation could result in loss of services or a portion of the monthly stipend.

Meals

Interns have several options for lunch. They can bring lunch from home (the Project SEARCH office and most rotation sites will have refrigerator and microwave available) or purchase it from the various options on campus. Lunch break will generally be 30 minutes in length; however, this may vary depending on rotation site policy and/or workload. Meal times will vary depending on how busy their job location is. Interns working with Aramark will be issued a meal card loaded with \$45 each week. They will learn budgeting skills through the Project SEARCH curriculum. The meal card may be used to buy meals at various locations on campus that accept the employee meal card. Interns must follow Aramark's employee meal policy. Meal cards will be returned to Aramark at the conclusion of the intern's rotation; any lost cards will be replaced at the intern's expense.

Medication

Any Project SEARCH intern who takes medication during the workday must be responsible for taking it him or herself. Medications will not be stored in the Project SEARCH office. If a special medication need arises, please notify the Project SEARCH Coordinator.

Transportation

Various transportation options are available in the Brookings area. Transportation can be provided by BATA, taxi, home school district, intern/parent/guardian, and under certain circumstances, the Brookings School District.

Dress Code

Interns must follow the dress code of the job site (such as black pants and slip-resistant shoes). Closed toe shoes and nice pants or jeans are required. Shorts, sweatpants, T-shirts, tank tops, camisoles, sandals and sweatshirts are not allowed unless your direct supervisor has issued or approved the attire. Interns are provided Project SEARCH shirts to wear each day, unless other arrangements are made for alternate attire. Hair must be clean, cut, combed, groomed and maintained, antiperspirant, deodorant, and products that eliminate body odor MUST be used. Bathing and teeth-brushing should occur daily. Dressing in layered clothing is recommended so that interns are prepared for the various indoor and outdoor temperature changes they may experience over the course of a day.

Tobacco and Alcohol Use

As per Brookings School District policy, the use of tobacco, or being under the influence of controlled substances/and or alcohol during school-sponsored activities/programs is prohibited. In addition, SDSU policy prohibits any item made of tobacco intended for human consumption, including cigarettes, cigars, pipe tobacco and smokeless tobacco. Tobacco products also include vapor-based products to include all forms of tobacco, nicotine delivery devices and e-cigarettes that have not been approved by the FDA for cessation.

Respectful Environment

Project SEARCH believes everyone has the right to work in a respectful environment, free of discrimination and harassment. Each intern and each employee has the right to be treated with respect and dignity. Any conduct, comment or gesture, either overt or subtle that is likely to offend someone will be addressed swiftly and seriously. Interns will also be required to follow the specific harassment policies of the participating jobsite hosts.

If an intern feel he/she is the victim of discrimination and/or harassment, complaints can be filed with:

Craig McCuin, Title IX/EEO Coordinator

Craig.McCuin@sdstate.edu

(605) 688.4128

Administration Building Room 318

Attendance/ Unexcused Tardy Policy

Interns are required to call the Coordinator/Teacher to alert him/her of absences before 7:30 a.m. All interns are allowed 10 absences per semester, per Brookings School District policy. However, many job rotations allow only 7 absences per year. As such, absences in excess of 7 will require a meeting with the rotation supervisor to determine appropriate corrective action.

1st Unexcused tardy-verbal warning that is documented

2nd Unexcused tardy-verbal warning that is documented

3rd Unexcused tardy-written warning that is documented and signed by intern

4th Unexcused tardy-written warning that is documented and signed by intern

5th Unexcused tardy-meeting with team and parents to decide further action

Approximate Daily Schedule

| | |
|----------------|--------------------|
| 7:30 a.m. | Arrive at SDSU |
| 7:30-8:15 a.m. | Instruction |
| 8:15 a.m. | Leave for job site |
| 2:00 p.m. | Return to office |
| 2:30 p.m. | Day Ends |

Calendar and Early Dismissals

Project SEARCH follows the Brookings School District calendar; therefore, days off, early dismissals, snow days, etc. will all be in accordance with the district calendar. Interns should check local sources for weather-related announcements. Interns' contact information is included in the School Reach system.

Calendar 2019-2020

| JULY 2019 | | | | | | | AUGUST 2019 | | | | | | | Early Release days for School Improvement Planning (Early Release Every Wednesday) | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--|--|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | 1 | 2 | 3 | August 16 - New Teacher In-Service |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | August 19 & 20 - Staff Development | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | August 21 & 22 - Back-2-School Days by Appointment | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | August 23 - All Student First Day of School | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 10 days | | | | | | | 10 days | | | | | | | | |
| SEPTEMBER 2019 | | | | | | | OCTOBER 2019 | | | | | | | September 2 - Labor Day Holiday - NO SCHOOL | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | October 11 - Staff Development - NO SCHOOL | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | October 14 - Native American Day - NO SCHOOL | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | October 25 - End of 1st quarter | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | | |
| 20 days | | | | | | | 22 days | | | | | | | | |
| NOVEMBER 2019 | | | | | | | DECEMBER 2019 | | | | | | | November 5 & 7 - Evening PT Conferences (conferences begin at 4:00pm and conclude at 7:30pm) | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | November 8 - All day PT Conferences - NO SCHOOL (conferences begin at 8:00am and conclude at 3:20pm) | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | November 11 - Veteran's Day - NO SCHOOL | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | November 27 - Comp Day (for evening conferences) - NO SCHOOL | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | November 28 - 29 - Thanksgiving - NO SCHOOL | |
| 29 | 30 | | | | | | 29 | 30 | 31 | | | | | December 20 - Noon Dismissal (Hosting the Bell Debate) | |
| 18 days | | | | | | | 15 days | | | | | | | December 23 - January 1 - Winter Break - NO SCHOOL | |
| JANUARY 2020 | | | | | | | FEBRUARY 2020 | | | | | | | January 10 - End of 2nd quarter/1st semester | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | January 20 - Martin Luther King Jr. Day - NO SCHOOL | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | February 17 - President's Day - NO SCHOOL | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| 21 days | | | | | | | 19 days | | | | | | | | |
| MARCH 2020 | | | | | | | APRIL 2020 | | | | | | | March 13 - End of 3rd quarter | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | March 19-20 - NO SCHOOL | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | April 9-13 - NO SCHOOL | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | | |
| 20 days | | | | | | | 19 days | | | | | | | | |
| MAY 2020 | | | | | | | JUNE 2020 | | | | | | | May 19 - Last Day of School - End of 4th quarter/2nd semester - Noon Dismissal | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 | May 20 - Staff Development - Last Day for Teachers |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | May 24 - High School Graduation - 2:00 p.m. | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | | |
| 31 | | | | | | | | | | | | | | | |
| 14 days | | | | | | | 14 days | | | | | | | | |

End of 1st Quarter - October 25 (45 student days)
End of 2nd Quarter - January 10 (42 student days)
1st Semester 87 days
End of 3rd Quarter - March 20 (43 days)
End of 4th Quarter - May 19 (42 student days)

2nd Semester 85 days

172 classroom days + 2 conference days = 174 student contact days

174 student contact days + 4 Staff Development days = 178 teacher days

Make up days will be added to the end of the school year

| Important School Times | | | | | | |
|------------------------|------------|--------------|--------------|--------------|------------------|-----------------|
| | First Bell | School Start | End M, T, Th | End Wednesda | Supervised Start | Breakfast Start |
| BHS | 8:10am | 8:15am | 3:25pm | 2:25pm | 7:30am | 7:30am |
| MMS | 8:00am | 8:15am | 3:22pm | 2:22pm | 7:30am | 7:30am |
| Camelot | 8:05am | 8:15am | 3:22pm | 2:22pm | 7:30am | 7:30am |
| D. Prairie | 8:15am | 8:20am | 3:22pm | 2:22pm | 7:30am | 7:30am |
| Hillcrest | 8:15am | 8:20am | 3:22pm | 2:22pm | 7:30am | 7:30am |
| Medary | 8:15am | 8:20am | 3:22pm | 2:22pm | 7:30am | 7:30am |

Get the App! For a full listing of district events and activities, download the smart device app. Search in your app store for "[Activities Scheduler](#)" (the icon is a blue hat). After opening the app, click "GO" to set-up our school. Find & click on "[South Dakota](#)" in the list, find & click on "[Eastern South Dakota Conference](#)" in the list, find & click on "[Brookings](#)" in the list. That should pull up our district's complete activities/events schedule. A quick easy way to see all of the Brookings School District activities.

Technology – Email, Cell Phones, Electronics and Personal Items

Personal cell phone use (phone calls and texts) is not allowed during classroom or work time. All cell phone ringers must either be on *silent* or *vibrate*. Project SEARCH staff strongly discourage interns from bringing electronics and personal items to work. Should an intern choose to bring such items to work, it is at the intern's risk. Project SEARCH and job site staff are not responsible for personal items that become lost, misplaced, damaged, and/or stolen. Unless otherwise specified, personal email, cell phones, and electronic devices may not be used, except during breaks.

Computer/Technology Guidelines

All Project SEARCH interns will be issued a laptop computer at the start of the year. **The intern in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.** Non-compliance with the policies of the Brookings School District's and Project SEARCH Computer Use Policy will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by staff to ensure appropriate use. The District and Project SEARCH cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given full access to all requested information.

All Interns agree to abide by the following:

- 1) Interns will have access to all available forms of electronic media and communication that support the educational goals and objectives of the Brookings School District and the Project SEARCH Program.
- 2) Interns are responsible for their ethical and educational use of the technology resources of the Brookings School District, Project SEARCH and the Department of Rehabilitation Services.
- 3) Access to the Brookings School District, Project SEARCH and the Department of Rehabilitation Services technology resources is a privilege and not a right.
- 4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, technology administrator, Program Coordinator, or Skills trainer will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.
- 6) Do not access, use, or change computer files that do not belong to you.
- 7) Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

8) Remember that storage is not guaranteed to be private or confidential; **the District, Project SEARCH, and/or DRS staff may access anything on your computer at any time, including email.**

9) If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify the program coordinator or skills trainer immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

10) Interns should maintain high integrity with regard to email content. Always use appropriate language. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.

11) Do not send mass e-mails, chain letters or spam. Do not private chat during class.

The aforementioned is a guide, and is subject to change as needs arise, or based on decisions made by the Project SEARCH Leadership Team, Brookings School District, Director of Special Services, Board of Education, Division of Rehabilitation Services, Project SEARCH Coordinator, and/or Project SEARCH Skills Trainer.

Discipline Policy/Non-Acceptance

In the case where interns do not demonstrate through behavior or words a commitment to the goals and expectations laid out by the Project SEARCH Program, the Project SEARCH Leadership Team will assess the need for adaptations, suspension, voluntary withdrawal, or a discharge from the program.

The Project SEARCH Leadership Team and/or home school district, with justifiable grounds, reserves the right to discharge any intern from the program. Should the Team deem a discharge necessary, it will meet with the intern, parents/guardians, DRS, and all other relevant parties to determine a new, suitable program plan for the intern.

Acceptance in the Project SEARCH program is based on the national Project SEARCH program standards and selection criteria. The Project SEARCH leadership team uses these standards during the selection process to determine if an applicant is a good fit for the program.

Should the intern or representative thereof feel the discharge or non-acceptance is unfair or unwarranted; a grievance should be presented in writing to:

Level I: The Brookings School District Director of Special Education who will schedule an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The conference will be held within five (5) work days of the date of filing, or at a time and date mutually agreed upon by both parties.

Level II: If the intern or their representative is not satisfied with the resolution made at level one, an appeal can be made to the superintendent for an informal conference and discussion of said grievance.

Level III: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board will consider the issue at its next regularly scheduled meeting, and render its decision within five (5) work days. The Board's decision will be final unless appealed through the court system.

If at any time an intern is determined ineligible for VR services or VR funded services are discontinued, the intern will be informed in writing of the denial decision and due process procedures by their local VR Counselor.

I have received and understand the SDSU/Brookings Project SEARCH 2019-2020 Intern Handbook.

Intern Signature

Date

Parent/Guardian Signature

Date

Project Coordinator Signature

Date