

**SDSU/Brookings Project SEARCH  
Intern Handbook  
2021-2022**



**Brookings**  
Project | SEARCH

**South Dakota**

## 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](http://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 Services, 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 an intern's work experience to Project SEARCH staff. Please do not contact job site supervisors directly.**

**JaColby Anderson (Coordinator)**  
688-4407 (Office) 695-9052 (Cell)  
Email: [jacolby.anderson@k12.sd.us](mailto:jacolby.anderson@k12.sd.us)

**Kyrsten Zimmerman (Skills Trainer)**  
688-4407 (Office) 695-5340 (Cell)  
Email: [kyrsten.zimmerman@advancebkg.com](mailto: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, Coordinator, 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: Coordinator, Skills Trainer, intern, family members/guardians, Career Advantage staff, Director of Special Services, 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 Project SEARCH 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 Project SEARCH 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 card 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. 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:

Title IX/EEO Coordinator  
(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.

- 1<sup>st</sup> Unexcused tardy-verbal warning that is documented
- 2<sup>nd</sup> Unexcused tardy-verbal warning that is documented
- 3<sup>rd</sup> Unexcused tardy-written warning that is documented and signed by intern
- 4<sup>th</sup> Unexcused tardy-written warning that is documented and signed by intern
- 5<sup>th</sup> 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 2021-2022

JULY 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Early Release days for School Improvement Planning (Early Release Every Wednesday)
- August 18 - New Teacher In-Service
- August 19 & 20 - Staff Development
- August 23 & 24 - Back-2-School Days by Appointment
- August 25 - All Student First Day of School

SEPTEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
30						

- September 6 - Labor Day Holiday - NO SCHOOL
- October 8 - Staff Development - NO SCHOOL
- October 11 - Native American Day - NO SCHOOL
- October 29 - End of 1st Quarter

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- November 4 & 9 - Evening PT Conferences (conferences begin at 4:00pm and conclude at 7:30pm)
- November 5 - All Day PT Conferences - NO SCHOOL (conferences begin at 8:00am and conclude at 3:20pm)
- November 11 - Veteran's Day - NO SCHOOL
- November 24 - Comp Day (for evening conferences) - NO SCHOOL
- November 25 & 26 - Thanksgiving - NO SCHOOL
- December 17 - Noon Dismissal (Hosting the Bell Debate)
- December 20-31 - Winter Break - NO SCHOOL

JANUARY 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- January 14 - End of 2nd Quarter/1st Semester
- January 17 - Martin Luther King Jr. Day - NO SCHOOL
- February 7 & 10 - As Needed/Requested ECE-5 Evening PT Conferences (conferences begin at 4:00pm and conclude at 7:30pm)
- February 11 - ECE-5 Comp Day (for evening conferences) - NO SCHOOL for ECE-5
- February 21 - President's Day - NO SCHOOL
- February 25 - NO SCHOOL (Hosting National Debate Qualifier)

MARCH 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- March 17 - End of 3rd Quarter
- March 18 - NO SCHOOL
- April 14-18 - NO SCHOOL

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- May 24 - Last Day of School - End of 4th Quarter/2nd Semester (Noon Dismissal)
- May 25 - Staff Development - Last Day for Teachers
- May 29 - High School Graduation - 2:00 p.m.

End of 1st Quarter - October 29 (47 student days)  
 End of 2nd Quarter - January 14 (42 student days)  
 1st Semester 89 days  
 End of 3rd Quarter - March 17 (41 days)  
 End of 4th Quarter - May 24 (44 days)  
 2nd Semester 85 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	School End M,T,Th,F	School End Wednesday	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 Services 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 2021-2022 Intern Handbook.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project SEARCH Coordinator Signature

\_\_\_\_\_  
Date