



## Intern Handbook

The SITE Program | Brandywine School District | 3301 Green Street  
Claymont, DE 19703

## SITE Program Goals

The goals of The SITE Program are to provide all students with opportunities to gain skills to meet or exceed the demands of the current job market. We also strive to deliver vocational and independent living skill instruction that will enable young adults to transition into adult living and to be contributing members of their community, as well as active participants of all aspects of life.

## The Vocational Setting

The SITE program offers a variety of jobsites to meet the needs of all interns. Interns are placed at a worksite based on intern preference, desired employment outcomes, or a need for specific skill development. When a worksite is assigned to an intern, the primary focus is to provide targeted exposure to a real world vocational setting. All students will be participating in various types of worksites in an effort to discover or reveal new interests and strengths.

## Transportation

Transportation to and from the jobsite is provided by the school district via Brandywine School District Vehicle or Public Transportation. All district vehicles are operated by Brandywine School District Staff members.

## Dress Code Policy

Interns should arrive to SITE everyday ready to go out into the community. An employee's appearance can create a positive or negative impression that reflects strongly on their ability to secure and maintain a job. Although some jobsites will require more specific attire, general SITE dress code guidelines are as follows:

- All interns must be clean and well groomed. Grooming styles dictated by religion and ethnicity are not restricted.
- All clothes must be work-appropriate. Interns are expected to dress neatly and to exercise common sense in selecting clothing and footwear appropriate for a business environment. Hair should be neatly groomed. Interns should wear appropriate clothing that is neat and clean. Attire should be laundered and wrinkle free. Clothes that are typical in workouts and outdoor activities are not allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed. Areas including, but not limited to, the stomach and chest should be covered at all times.

- All clothes must be clean and in good shape. Discernible rips, tears or holes are not allowed.
- Employees must avoid clothes with stamps/pictures that are offensive or inappropriate.
- Appropriate footwear must be worn at all times. Athletic or walking shoes, loafers, sneakers, boots, flats, and leather deck-type shoes are acceptable for work. Flip-flops, slippers, and any shoe with an open toe are not acceptable for the jobsite.
- Interns are provided their work schedule and are expected to come dressed appropriately to SITE each day based on their individual job assignment. **If an intern comes to school dressed in a manner that does not align with the dress code for their worksite a parent/guardian will be contacted to bring clothes to SITE or pick up the intern for the remainder of the school day.** All interns are encouraged to bring additional clothing that can be kept in the intern's locker provided by SITE.

## General Worksite Expectations

All SITE interns are expected to follow The Brandywine School District Code of Conduct while participating in vocational experiences in the school and community settings. Failure to do so may result in consequences outlined within the Code of Conduct document. All community partnerships and worksites reserve the right to terminate participation at their location at any time. **All worksites have the option to ask a student not to return.**

The SITE Program has a policy to assist interns in building and maintaining appropriate workplace behaviors. Clear behavioral expectations are outlined and instruction is provided to students related to work place expectations and appropriate community behavior. Should a violation related to The Code of Conduct occur while at the jobsite, an intern may be terminated or "fired" from a specific worksite location for demonstrating behaviors which negatively affect the worksite staff or establishment. When an intern is terminated from a vocational setting, they will return to the SITE location and receive specialized training and instruction to address the behavior that needs improvement.

Steps of the worksite termination policy are as follows:

- 1- SITE staff meets with intern to discuss reported incident/behavior.
- 2- Intern is provided with written documentation of termination.
- 3- SITE staff work with intern to develop and implement a plan to address undesired worksite behavior.

## MARSHALLS DEPARTMENT STORE- RETAIL SETTING

4137 concord Pike, Wilmington, DE 19810



Marshalls is an off-price retailer that sells brand name and designer fashions that are 20%-60% less than department and specialty store regular prices. Marshalls is proud to offer shoppers brands from thousands of vendors around the world.

**OBJECTIVES:** related to work experience placement:  
TSW follow multi step directions  
TSW socialize appropriately with co-workers and customers  
TSW follow company's dress code policy  
TSW answer customer's questions or locate co-worker/supervisor to find out answer to unknown questions  
TSW follow appropriate hygiene prior to work shift

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES)** related to objective:  
Take plastic off items in the warehouse  
Move merchandise to appropriate racks or location  
Flatten boxes  
Sort new inventory in preparation for display on the store floor  
Assist Marshalls staff in developing attractive floor displays

## COMPASSIONATE CARE- HOSPITAL/HOSPICE SETTING

702 N. Clayton St., Inpatient Unit, Wilmington, DE 19805



Founded in 1993, Compassionate Care Hospice is a community-based organization committed to providing the highest quality hospice care to patients, their families and close friends throughout the country.

**OBJECTIVES:** related to work experience placement:  
TSW follow multi step directions  
TSW socialize appropriately with co-workers and customers  
TSW answer customer's questions or locate co-worker/supervisor to find out answer to unknown questions  
TSW follow multi step directions  
TSW take direction from the natural support  
TSW self-monitor time  
TSW independently problem solve

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:  
Assembling marketing materials  
Collating packets  
Photocopying  
Putting together care packages  
Baking/cooking food and/or desserts  
Filing, mailings  
Assembling folders

**\*\* Interns will not be permitted to attend this worksite without completed Compassionate Care Volunteer packet including negative TB test results and current health clearance.**

## EL DIABLO- RESTAURANT SETTING

1812 Marsh Road, Wilmington, DE 19810



“El Diablo was an idea that was born and built from the heart. Our mission is to continue to foster an environment that sustains and connects our team and community through better food, fundamental human values, and respectful work.”- Dean, Roger & Shannon (Owners)

**OBJECTIVES:** related to work experience placement:

- TSW follow 3-4 step directions
- TSW socialize appropriately with co-workers
- TSW ask for additional work when appropriate
- TSW indicate finished
- TSW take initiative
- TSW increase work production
- TSW work independently

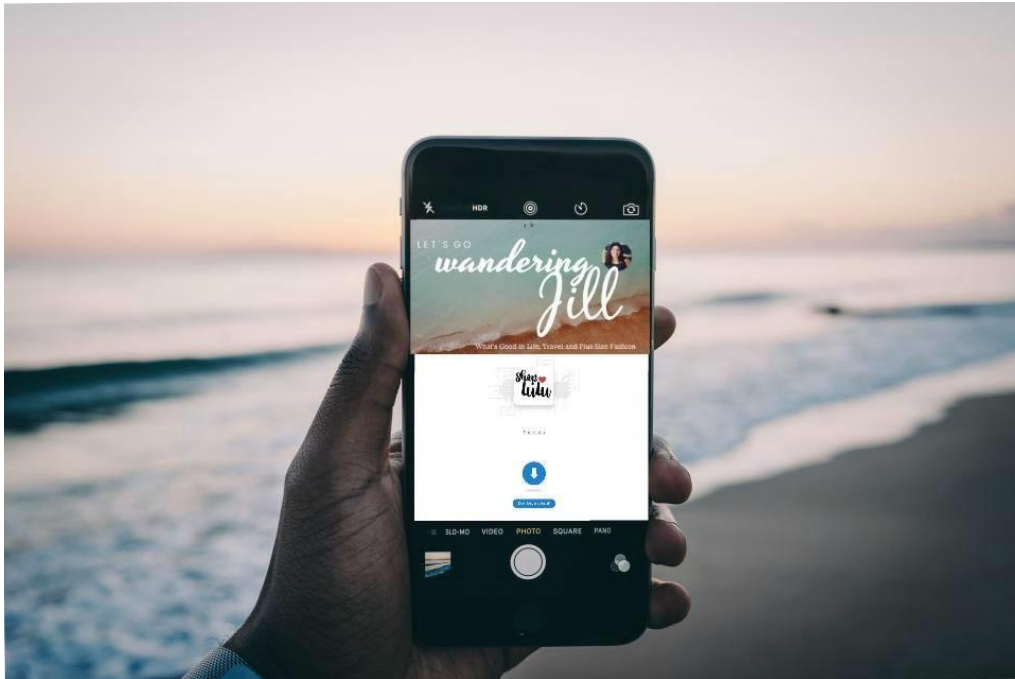
**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Stamp take-out bags
- Weigh/proportion tortilla chips
- Fill ice container
- Other work-related tasks assigned by manager

## STYLE STUDIO BY LULU- ONLINE SALES

Jill Ehrlich, Owner



Style Studio by LuLu is the parent company of LuLus, [ShopLuLu.com](http://ShopLuLu.com) and Style Studio by LuLu. The company is a Three Time Winner of Philly's Hottest Accessories specializing in Handbags and Fashion Jewelry.

**OBJECTIVES:** related to work experience placement:

- TSW follow multi-step directions
- TSW take direction from the natural support
- TSW self-monitor time
- TSW independently problem solve
- TSW take initiative
- TSW work independently
- TSW converse appropriately

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Folding scarves
- Labeling
- Fulfillment/Packing
- Inventory
- Assembling products/merchandise
- Clerical
- Other assigned duties

## CLOTHING BANK OF DELAWARE- CHARITABLE DISTRIBUTION CENTER

1603 Jessup Street, Wilmington, DE 19802



Based in New Castle County, Delaware, Friendship House is a non-profit corporation in service to those individuals and families that are or are at risk of becoming homeless. Welcoming to all, Friendship House strives to serve as a sanctuary and a stepping stone to each person in need through the traditional spiritual ministries of hospitality, education, empowerment and community.

**OBJECTIVES:** related to work experience placement:

- TSW follow multi step directions
- TSW follow proper safety procedures
- TSW take direction from the natural support
- TSW self-monitor time
- TSW independently problem solve
- TSW take initiative
- TSW answer questions or locate appropriate co-worker to find out correct responses to unknown questions

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Activities related to correctly sorting, sizing, hanging, folding, and arranging clothing.



## BRANDYWINE SCHOOL DISTRICT- FOOD & NUTRITION SERVICES

4 Mount Lebanon Road, Wilmington, DE 19803



The Brandywine School District School Nutrition Program is committed to protecting and enhancing children's health and well-being. Nutrition influences a child's development, lifelong health status, and potential for learning. School Nutrition achieves these goals by providing students with nutritious and appetizing meals served courteously, in a sanitary and pleasant dining environment.

**OBJECTIVES:** related to work experience placement:

- TSW follow multi step directions
- TSW follow proper food safety procedures
- TSW take direction from the natural support
- TSW self-monitor time
- TSW independently problem solve
- TSW take initiative
- TSW answer questions or locate appropriate co-worker to find out correct responses to unknown questions

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Fill fruit cups
- Assemble grab and go meals
- Unload food shipments
- Stock shelves/inventory
- Sort various foods for item delivery
- Assist in basic food prep for upcoming lunch

## BRANDYWINE CHILDCARE & PRESCHOOL- CHILDCARE

3301 Green Street, Claymont, DE 19701



The Brandywine Childcare & Preschool Inc. located in Claymont, DE is a State-licensed child care program serving children full time from ages 12 Months to Pre-Kindergarten in a school-like setting.

**OBJECTIVES:** related to work experience placement:

- TSW follow multi step directions
- TSW take direction from the natural support
- TSW self-monitor time
- TSW independently problem solve
- TSW take initiative
- TSW answer questions or locate appropriate co-worker to find out correct responses to unknown questions

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Assist classroom teacher in completing routine tasks
- Help complete snack delivery
- Participate in classroom activities (ex: storytime, crafts)
- Aide in student transition from one activity to another
- Provide support to teacher when necessary

## ST. FRANCIS HOSPITAL- FOOD & NUTRITION SERVICES

701 North Clayton Street, Wilmington, DE 19805



Saint Francis Healthcare is member of Trinity Health. Trinity Health employs over 97,000, is located in 22 states with 92 hospitals and 120 continuing care facilities. The Food and Nutrition department services hospital patients and guests every day with a variety of meals, snacks, and beverages.

**OBJECTIVES:** related to work experience placement:

- TSW follow multi step directions
- TSW take direction from the natural support
- TSW self-monitor time
- TSW independently problem solve
- TSW take initiative
- TSW quality check work
- TSW follow food/safety/sanitation procedures

**\*\* General objectives will be tailored to meet specific intern learning needs.**

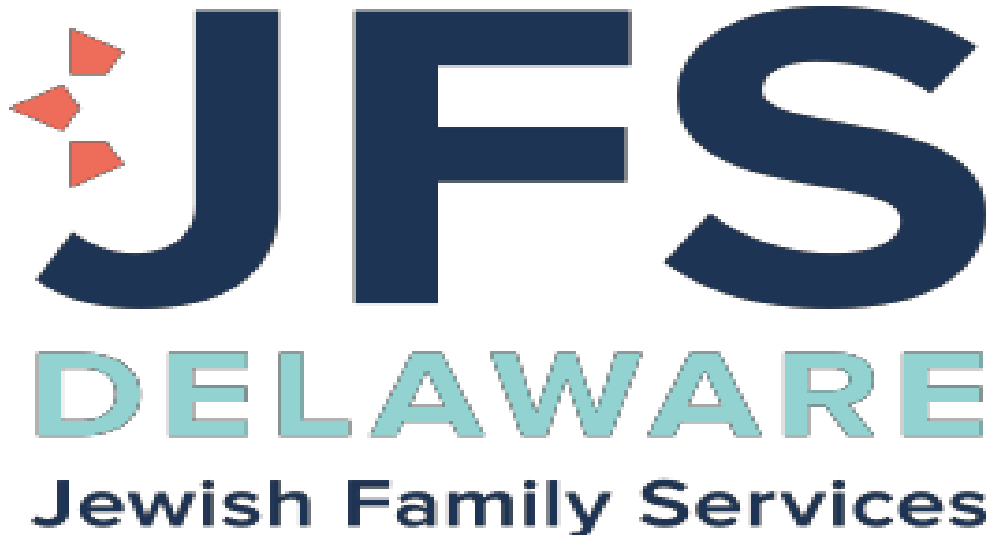
**ACTIVITY(IES):** related to objective:

- Wipe down and clean tables
- Put together boxed meals/sandwiches
- Dip fruit, while adhering to portion control
- Collect menus
- Prepare/cut up food
- Re-stock supplies
- Line patient trays
- Bag silverware

**\*\* Interns will not be permitted to attend this worksite without completed paperwork including negative TB test results and current health clearance.**

## JEWISH FAMILY SERVICES- COMMUNITY SUPPORT SERVICES

99 Passmore Road, Wilmington, DE 19803



Jewish Family Services of Delaware provides services and programs that assist families through crisis, help children grow stronger, and care for older adults.

**OBJECTIVES:** related to work experience placement:

- TSW follow multi step directions
- TSW take direction from the natural support
- TSW self-monitor time
- TSW independently problem solve
- TSW take initiative
- TSW quality check work
- TSW answer questions or locate appropriate co-worker to find out correct responses to unknown questions

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Organize food pantry
- Photocopying
- Prepare mailings
- Deliver food pantry items to the community
- Organize office supplies
- Assemble community meeting materials and publications

## THE WATERFALL BANQUET AND CONFERENCE CENTER- CATERING VENUE

3416 Philadelphia Pike, Claymont, DE 19703



Established in 2002, the Waterfall Banquet & Conference Center is a facility that hosts several weddings, bar mitzvahs, rehearsal dinners, bridal showers, and social and corporate events. Its ballrooms feature chandeliers, sconces, and contemporary and traditional design. The center can accommodate up to six hundred guests.

**OBJECTIVES:** related to work experience placement:

- TSW follow 3-4 step directions
- TSW socialize appropriately with co-workers
- TSW ask for additional work when appropriate
- TSW indicate when finished
- TSW take initiative
- TSW increase work production
- TSW work independently

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Assist Waterfall staff with weekly delivery unloading
- Prepare cutlery and utensils for table set up
- Prepare linens for scheduled events
- Set up and break down floor layout for events
- Prepare dining tables with formal plates and glassware

## EARLY CHILDHOOD ASSISTANCE PROGRAM (ECAP)

701 West 34<sup>th</sup> Street, Wilmington, DE 19802



Brandywine ECAP is a state-funded preschool program with FREE tuition for eligible families. Children must be four years old by August 31st and live in the Brandywine School District to participate in the program. The full day program operates Monday through Friday from 9:00 a.m. to 3:00 p.m. at the P.S. DuPont Early Learning Center.

**OBJECTIVES:** related to work experience placement:

- TSW socialize appropriately with co-workers
- TSW ask for help when needed
- TSW be able to follow a specific time schedule
- TSW take initiative
- TSW demonstrate a professional demeanor
- TSW work independently

**\*\* General objectives will be tailored to meet specific intern learning needs.**

**ACTIVITY(IES):** related to objective:

- Assist BSD staff with recess monitoring
- Provide support to students during lunch periods
- Provide support to teachers during Specials (Library)

**INTERN AND PARENT AGREEMENT**  
**(PLEASE DETATCH AND RETURN)**

**Intern Name:** \_\_\_\_\_

**By signing below the intern and parent(s) agree to uphold the rules, regulations, and expectations of ALL the worksites for the 2018-2019 school year:**

**Intern Agreement:** I want to participate in this experience. I agree that I will behave appropriately both on the way to and from the work experience and at the job site. I will follow Brandywine School District's Code of Conduct while on the work site. I will also adhere to all dress code requirements for each worksite.

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**Signature of Intern/Student**

**Date**

**Parent Permission/Agreement:** I give permission for my son/daughter to participate in the work experiences described in this handbook. I understand that my son/daughter will not be paid, and that he/she is not an employee of the indicated business. Therefore, he/she is not entitled to employee benefits, including workers' compensation and medical/health insurance.

I understand that if an accident should occur on the job, the above business will not be held liable. My son/daughter's insurance company will cover any related injuries. I agree to maintain medical/health insurance for my child during this work experience. My current insurance carrier or plan is:

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**Insurance Carrier**

**Member ID#**

**Physician's Name/Number**

I understand that as the parent/guardian of the above named SITE Intern I will do my best to ensure the intern follows the dress code policy specific to their worksite schedule. I also understand that if necessary I will be contacted to bring work appropriate clothing to SITE or pick up the intern for the remainder of the day.

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**Signature of Parent/Guardian**

**Date**

