

# Student Internship Handbook



SEATTLE  
PUBLIC  
SCHOOLS

**Seattle Public Schools  
Career and Technical Education**

2/1/08



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## General Information

### Career and Technical Education

Joanne Patrick (206) 252-0745

Cecilia Alvarez (206) 252-0748

Main office (206) 252-0730

Fax number (206) 252-0731

Brian Lindquist (206) 252-0749

Lilna Givan-Williams (206) 252-0746

### Mailing Address

Seattle Public Schools

MS 31-671, STW

PO Box 34165

Seattle, WA 98124-1165

### Office Hours

8:00 a.m. - 5:00 p.m., Monday - Friday

The office is closed on all School District and Federal holidays.

(Messages can be left on the office voice mail.)

### Your Seattle Public Schools Monitor is:

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

### Your Internship Supervisor(s) is/are:

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Start Date: \_\_\_\_\_

Schedule: \_\_\_\_\_

**All of the following forms must be turned in by the end of the internship in order to receive academic credit:**

**Forms completed prior to internship placement:**

**Internship Application submitted on time = 25% of grade**

- Personal Information
- WBL Parent/Guardian Authorization for Internships
- WBL Medical Information and Emergency Waiver
- WBL Parent/School Authorization Form for minors (under 18 only)
- Teacher Recommendation and Characteristics of a Qualified Applicant

**To Be Completed w/WBL Instructor/Coordinator after Placement:**

- WBL Worksite Agreement
- WBL Worksite Safety Checklist
- WBL Learning Agreement and Evaluations
- Progress Notes
- Grades

**To be Completed by Intern and submitted to their Internship Teacher/Coordinator/Monitor:**

- Internship Application
- Daily Log
- Reflection Paper
- Time Report 180 hrs. = .5 credit with all signatures
- Employer Internship Evaluation
- Program Evaluation
- Intern/Student Program Evaluation

I, the intern, understand that I will be graded for my internship based on the timely completion of the required weekly logs, time reports, Reflection Essay, and evaluation forms. All these documents will be turned in immediately after finishing my internship. If I do not fulfill these requirements I understand this will affect my grade and GPA. I fully understand the requirements that I need to fulfill in order to receive academic credit for my internship, and that I, the Intern, am responsible for these forms to be turned in to the Internship Coordinator.

---

Internship Applicant (please print)

---

Date \_\_\_\_\_

---

Internship Applicant signature

---

Date \_\_\_\_\_

---

Parent Signature

---

If you have any questions, please contact Cecilia Alvarez, 206.252.0748, or e-mail at: [casmalls@seattleschools.org](mailto:casmalls@seattleschools.org).

## Answers to Frequently Asked Questions

### Work Hours

Your work schedule will be determined by you and your worksite supervisor. You will be paid only for the hours you actually work.

### Attendance

You are expected to be at your worksite on time, every day you are scheduled to work. Your supervisor is depending on you to be at your internship and do your job. When possible, make your personal appointments for the hours you are not scheduled to work.

If you are going to be absent or late, call your supervisor. If he/she is not in, make sure you leave a message – either on voicemail or with a receptionist. **If you are continually late and/or absent, you may be terminated from your job.**

**Call your worksite supervisor if you are going to be late or absent!**

### Transportation

Transportation to and from your internship worksite is your responsibility. Once you are placed at an internship site, we can help you locate the closest bus route or you can call **Metro 24-hour Rider Information at (206) 553-3000**. The cost of transportation such as bus tickets or gas is your responsibility. Please plan ahead, so you will have the resources you need to get to work before you get paid, as well as after you are paid.

### Lunch and Breaks

If you work four (4) consecutive hours, you must take a **lunch period** of at least 30 minutes. This is in accordance with the Washington State Minor Work Regulations. **YOU WILL NOT BE PAID FOR YOUR LUNCH PERIOD.**

Minor Worker Regulations also require that if you are scheduled for four (4) hours of work, you must be allowed at least a 10 minute (paid) **break** for every two hours in a row that you work.

You cannot give up your lunch or break periods to arrive late to work or to leave your internship early.

## Payroll

Student workers are guaranteed a minimum wage and may not have money deducted from their paychecks unless they agree or unless the deductions are required by law (such as taxes, Social Security [FICA], Workers Compensation). The amount you are paid hourly depends on your employer.

Most worksites require employees to fill out weekly time sheets to record hours worked. You should record your hours daily. Your time sheet is a legal record of your work and must be filled out honestly and legibly. Look closely at your time sheets before you sign them. Your signature says that you agree with the hours shown. You and your supervisor must sign time reports in **INK**.

Most payroll departments have strict deadlines for time sheets. If these deadlines are not met, you will not be paid on time. You might have to wait until the next pay period to be paid. Pay attention to the schedule and give your supervisor time to approve your time sheet. Find out if your check will be mailed, or if you can pick it up at work.

**KEEP COPIES OF YOUR TIME SHEETS! Time sheets are required in order to receive internship credit and may be needed for tax purposes.**

If you have questions about your paycheck, ask your supervisor as soon as possible.

## Other Workplace Concerns

**Use of Cell Phone** should be limited to break or lunch time use. Students should not be using their personal cell phones during their work hours. Cell phones should be off during work hours so as not to distract others from their work responsibilities. Make sure your *parents* have your work phone number so that they may reach you *in the case of an emergency*. Please talk with your workplace supervisor if you have any other questions regarding cell phone usage as well as text messaging.

**Internet Usage** should be limited to work-related assignments only. Use of the internet for personal concerns is strictly prohibited. Most employers are able to monitor your internet usage and will be alerted to any inappropriate use of the internet (this includes all non-work related usage). Several students have nearly lost their internships due to inappropriate internet usage. Please talk with your workplace supervisor if you have any other questions regarding internet usage.

**Professional Dress** is another workplace concern. Please be aware of the dress code (stated or unstated) at your internship worksite. While you are not expected to have the wardrobe of a regular employee, we do expect you to have clean, conservative clothing for the workplace. Printed T-shirts, tank tops, jeans that are too tight, too baggy or too revealing (skin showing) are not appropriate for any professional workplace. Local second-hand stores are a good source for inexpensive work wear. Talk with your worksite supervisor if you have any other questions regarding professional dress.

- The records you handle are confidential. Do not share this information with anyone.
- If you are given assignments by more than one person, check with your supervisor as to which task takes priority.

## Safety

Child Labor Laws determine what minor workers may and may not do on the job. As part of the internship program, you may have the opportunity to use power tools and other equipment that students your age are not regularly allowed to use on the job. The law requires that you receive safety training at school as well as at your internship site. You will be required to attend safety training before you start your internship or provide a letter from a teacher that shows you have successfully completed vocational safety training within the last 3 years.

Each worksite supervisor has gone through a safety assessment and is aware of the limitations for minors. You will receive additional safety training on the job, but always remember that safety is your responsibility and first priority. Most accidents on the job involving teens are the result of carelessness, horseplay, or not wearing safety equipment. You can prevent workplace accidents and injuries by following the rules, using tools and equipment properly, and always being alert while you work.

If you have received safety training and you still don't feel comfortable with the equipment or the work you are doing, ask for more training/supervision. If you still feel your work is unsafe or puts you at risk, please contact the internship coordinator so that we can work out a safe solution.

### If you are **under 18, you cannot:**

- drive a vehicle, forklift, or use hoisting machines
- use hazardous chemicals – by law, youth who are under 18 cannot be exposed to hazardous chemicals. Youth who are 18 or older have a right to know if they are using hazardous chemicals and should be trained in safety procedures. If you have any questions ask the Internship Coordinator.
- Work more than 10 feet off the ground

## Injuries on the Job

**All injuries must be reported immediately to your supervisor.**

If you are injured while working, or see someone else being injured, immediately tell your worksite supervisor. He/she will help you to determine if you need emergency medical attention or if you can wait to see your own doctor. As you are a paid employee of the company, insurance claims will be handled by the worksite. You are also covered under Workers Compensation. Any injury must be immediately reported to your worksite supervisor. **Injuries that happen on your way to/from work, or on your unpaid lunch break, are not covered by the employer.**

## Hiring and Firing

It is your responsibility as an employee to perform the tasks of your job. The Career and Technical Education Internship Program has policies which state how and why you can be terminated. You may be terminated if you:

- Steal property while on the job
- Harm or try to harm anyone on the job or with the Seattle Public Schools
- Do not attend work or perform poorly on the job
- Commit a crime while at your worksite or involved in a CTE activity (remember using alcohol is illegal for anyone under the age of 21)
- Falsify or lie on your time reports or time sheets
- Share confidential information

In most cases, you will not be terminated without an opportunity to discuss the situation first.

## Discipline Policies

Problems on the job are handled on an individual basis. If you get into trouble on the job and disciplinary action is determined necessary, you will be involved in the process.

Possible disciplinary actions that may be enforced include:

### **Verbal warning**

A verbal warning is the first step toward serious disciplinary action and is a notice that a particular behavior is unacceptable and that improvement is expected.

### **Written warning**

If a verbal warning has been issued and ignored, or if a problem is serious, you will be given a written warning. This is a notice that identifies the problem area(s) and describes the specific expected behavior(s). It serves as warning that additional problems may result in more severe disciplinary action, including your dismissal from the internship. The possible results of continued problems may be your termination from the internship. A copy of the written warning will be kept in your employee file.

### **Dismissal from your job**

If there is reasonable evidence to establish that you have committed a serious rule violation, have not met the behavior improvements outlined in the written warning, or are making it difficult for others to work, your supervisor may decide to dismiss you immediately from your internship. Your parent/guardian and the Internship Coordinator will be informed if you are dismissed from your internship.

Seattle Public Schools staff will work with you and make every effort to help you stay in the program. If you feel you have been treated unfairly, please see the Complaint and Hearing Procedure on the last page.

## Success Tips for Interns

### How to succeed on the job:

- Follow directions; do not try to improvise.
- Be on time.
- Be responsible.
- Be dependable.
- Be cooperative.
- Be honest.
- Be pleasant, polite and courteous.
- Dress for success.
- Do not use street language.
- Do not eat at your desk.
- Do not chew gum while on the job.
- Be alert and energetic throughout your workday.
- Do not enter the office wearing a headset; do not play personal stereo while on the job.
- Do not use personal cell phones; turn them off while on the job.
- Do not use the Internet for personal use.
- Take an interest in your company.
- Do not watch the clock, be a dedicated and enthusiastic employee.
- Ask questions and know whom to ask.
- If there is not enough work talk to your supervisor; do not just sit there; understand that you are part of a team.
- Remember, you will be evaluated by your supervisor at the end of your internship.
- Be safe; be aware of your surroundings and do not socialize with strangers.
- If you have any concerns, contact your Internship Coordinator immediately!

## Problems on the Job

- ⇒ Is your job boring?
- ⇒ Are there questions you have that no one will answer?
- ⇒ Do you have too much work to do?
- ⇒ Do you argue with your supervisor or your co-workers?
- ⇒ Do you have enough work to do?

Learning to cope with problems and questions at work, at home, and at school is a big part of your education. Learning to talk to people about things that are upsetting or confusing is important everywhere you go.

## Problem Solving

Problem-solving means asking yourself questions:

What do I want?	More tasks to do at my job? A job that is easier to get to by bus? To tell my boss what is bothering me? More instructions about how to do my job?
Who do I need to talk to?	My supervisor? The internship coordinator? A co-worker? My teacher?
What can I do to solve the problem?	Get up earlier? Change my work habits? Tell someone what is bothering me? Ask more questions?

## Showing What You Can Do

Part of your experience working in the internship program is to find ways of showing what you learn and do at work and in class. To do this, you and the staff may want to create a **Portfolio**.

A Portfolio is a collection of items that show what you have accomplished. It would include anything you decide is a good example of your best work. For example:

- **Your resume**
- **Your job description**
- **Pictures or a video tape of you while working or in class**
- **Things you have written, built, or made**
- **Letters of recommendation from teachers and/or employers**
- **Tests, essays, certificates**

**Your Portfolio is something you can use to show family, friends, college admissions staff, and future employers what you can do.**

**Academic credit for your internship** will not be given until you turn in the following forms at the end of the internship:

- **Time sheets with your and your supervisor's signatures**
- **Internship evaluations with signatures**
- **Reflection Essay**
- **Journals**
- **All form, including monitoring forms will be collected by your Internship Monitor**

## GUIDELINES FOR INTERNSHIP Reflection Paper 2008

**This signed document is required for credit.**

Every intern must submit a **written reflection report** on his or her experience. This report is an important requirement and counts for 50% of your grade. **Four copies of the report are needed for:**

- Monitor
- Employer
- Joanne Patrick
- Student Intern

The quality of the report will also be considered in assessing student qualifications for honors, awards and scholarship grants at graduation.

**Due Date:** Submit paper by **date to be determined by your monitor**

**Format:** Typed, 8 ½ x 11 good quality paper, double-spaced, adequate margins  
Include **Cover Sheet** with your name, school, program, date and name of employer  
Length: Minimum of 2 full pages.

**Content:** **Must** include the following information in written narrative format (Don't just answer the questions!). **Include** pictures of you at the work site

- **Description of Firm:** Name of CEO, brief history of firm, nature of business.
- **Basic Internship Data:** Employment dates, name, address and telephone number of supervisor(s), your salary during the summer
- **Description of Internship:** Answer these questions to guide your writing, citing specific examples (in any order you deem appropriate). At **least 7** of the questions must be addressed in your paper
  - Use **weekly journal logs** for content
  - What were your responsibilities?
  - How responsive and helpful were your supervisors?
  - How did you find your co-workers accepting and cooperative?
  - What did you learn on the job?
  - Describe how you demonstrated responsibility and self-management in your internship.
  - Describe how team work is evident at the job site.
  - Describe the importance of working with people from diverse backgrounds.
  - How were you able to apply skills and knowledge learned in Academy courses to your internship experience?
  - To what extent did your internship affect your plans for a career? How would you rate the overall experience?
  - What problems, if any, did you encounter? How did you handle these problems?
  - Discuss how you utilized your internship earnings. (i.e. percentage to savings, college, senior trip, etc.) Were you successful? Why/why not?
  - My objectives for the internship were? Did I meet my objectives?

**Proofreading:** It is **critical** that you proofread your report for spelling, grammar, typographical errors. Your paper will be evaluated for both content and usage.

**Questions:** Mrs. Patrick (206) 252-0745 or cjpatrick@seattleschools.org  
Ms. Cecilia Alvarez-Small (206) 252-0730 or casmall@seattleschools.org  
Ms. Lilna Givan-Williams (206) 252-0746 or lagivanwilliam@seattleschools.org  
Mr. Brian Lindquist (206) 252-0749 or BLindquist@seattleschools.org

**Send to either:** Joanne Patrick, Cecilia Alvarez-Small, Lilna Givan-Williams **or** Brian Lindquist  
Seattle Public Schools  
Career & Technical Education Department, MS 31-671  
P.O. Box 34165  
Seattle, WA 98124-1165

<b><u>Reminder:</u></b>	Grade for Complete & on time Application	25 % of grade
	Grade for Weekly Journals	25% of grade
	Grade for Complete & submitted on time Reflection Paper	50 % of grade



# Work-based Learning Time Report

**This signed document is required for credit.**

Intern Name \_\_\_\_\_

Worksite \_\_\_\_\_

Month/Year of Report \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total

- Non-paid Internship*  
 *Paid Internship*

**Monthly  
Total**

**The undersigned certify that this time report is correct and the hours were actually spent at the worksite as indicated.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worksite Supervisor Signature

\_\_\_\_\_  
Date





# Work-based Learning Time Report

This signed document is required for credit.

Intern Name \_\_\_\_\_

Worksite \_\_\_\_\_

Month/Year of Report \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
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- Non-paid Internship*  
 *Paid Internship*

**Monthly  
Total**

**The undersigned certify that this time report is correct and the hours were actually spent at the worksite as indicated.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worksite Supervisor Signature

\_\_\_\_\_  
Date





**Work-based Learning  
Internship Learning Agreement**  
*This signed document is required for credit.*

Internship Instructor/Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Student name: \_\_\_\_\_ Today's date \_\_\_\_\_

Qualifying Class (include course #) \_\_\_\_\_

Worksite supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_

**Internship Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start date \_\_\_\_\_ Proposed schedule \_\_\_\_\_

Learning Period \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_    \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Date expected to complete internship \_\_\_\_\_

The worksite supervisor, student, and the Internship Instructor/Coordinator agree to the following two (2) learning objectives for each time period listed above. Each objective should be measurable and describe an accomplishment, such as a skill, knowledge or behavior for the student intern to achieve during the proscribed learning period.

**LEARNING OBJECTIVE #1** completed / /

\_\_\_\_\_  
\_\_\_\_\_

**LEARNING OBJECTIVE #2** completed / /

\_\_\_\_\_  
\_\_\_\_\_

**LEARNING OBJECTIVE #3** completed / /

\_\_\_\_\_  
\_\_\_\_\_

**LEARNING OBJECTIVE #4** completed / /

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Worksite Supervisor Signature                      Date

\_\_\_\_\_  
Intern Signature    Date

\_\_\_\_\_  
Internship Instructor Signature                      Date



## Work-based Learning Internship Evaluation

This signed document is required for credit.

Please use the rating scale below to evaluate the student in the following areas:

**Rating Scale: 3=Exceeds work place standards**

**1=below workplace standards**

**2=Meets workplace standards**

**NA=Not Applicable**

Learning Objectives as stated on WBL Learning Agreement:	Comments	Evaluation Period 1 / / - / /	Evaluation Period 2 / / - / /
Progress on Learning Objective #1 (restate here)			
Progress on Learning Objective #2 (restate here)			
Progress on Learning Objective #3 (restate here)			
Progress on Learning Objective #4 (restate here)			
<b>Basic Skills</b>			
<b>1. Shows adequate level of math skills for the job</b>			
<b>2. Shows adequate level of reading skills for the job</b>			
<b>3. Shows adequate level of writing skills for the job</b>			
<b>Thinking Skills</b>			
<b>4. Follows job safety and health rules</b>			
<b>5. Follows directions and asks for clarification</b>			
<b>6. Shows good judgment and problem solving</b>			
<b>Personal Qualities</b>			
<b>7. Demonstrates punctuality</b>			
<b>8. Meets attendance standards</b>			
<b>9. Gives appropriate notice of absences</b>			
<b>10. Maintains neat, clean appearance and dress</b>			
<b>11. Cooperates with co-workers</b>			
<b>12. Responds appropriately to supervisor(s)</b>			
<b>13. Completes tasks/assignments on time</b>			
<b>14. Is responsible and shows initiative</b>			

\_\_\_\_\_  
Worksite Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Instructor/Coordinator Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*\*Intern signature denotes review of the evaluation with Worksite Supervisor*



Student Name \_\_\_\_\_

SPS ID# \_\_\_\_\_

School/Program \_\_\_\_\_

**Academy – Career & Technical Education Summer Internship  
Internship Credit Rubric**

<b>Required Components</b>	<b>A Grade</b>	<b>B Grade</b>	<b>C Grade</b>	<b>Totals</b>
<b>Application Packet</b> <i>On time and complete</i>				<b>25%</b>
<b>Weekly Journals</b> <i>Submitted</i>				<b>25%</b>
<b>Reflection Paper</b> <i>On time and complete</i>				<b>50%</b>
	<b>Complete</b>	<b>Missing One Component</b>	<b>Missing more than One Component</b>	
<b>Submitted On Time</b>				
<b>Format Correct</b>				
<b>Cover Page</b>				
<b>Addresses Content with Specific Questions</b>				
<b>Includes Pictures</b>				
<b>Neat, Grammar Correct</b>				

**Comments:**

\_\_\_\_\_  
**Signature of Instructor/Coordinator**

Date \_\_\_\_\_

## **Your Rights and Responsibilities**

As an employee, it is your responsibility to perform the tasks of your job.

### **Discrimination**

No one employed by the Seattle Public Schools, including The Career and Technical Education Department, may treat you differently because of your

- National origin
- Race
- Religion
- Economic status
- Disability
- Gender / sexual orientation
- Age
- Political affiliation or belief

If you think you have been subjected to discrimination while engaged in a school-to-work program or activity, you may file a complaint.

If you have **QUESTIONS ABOUT DISCRIMINATION IN EMPLOYMENT**, call the Seattle Office of Civil Rights Department, 206.684-4500.

### **Drug Free Work Place**

You must follow the Drug Free policy of the Seattle Public Schools which states, "Possession, use, sale, distribution or being under the influence of alcohol, drugs, or controlled substances is prohibited". Some employers may require a drug test before you begin work. This is a reality of the workplace and should be handled in a mature fashion. If you object to taking a drug test, you should not apply for a position that requires one.

**QUESTIONS ABOUT DRUG TESTING?** Call the American Civil Liberties Union (ACLU) of Washington 206.624-2184.

The Seattle School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, age, sex, handicap/disability or sexual orientation. The District complies with all applicable State and Federal Laws and regulations to include but not limited to Title IX of the Civil Rights Act, Section 504 of Rehabilitation Act, RCW 49.60 “The Law Against Discrimination” and RCW 28A.640 “Sex Equity,” and covers, but not limited to, all District programs, courses, activities, (including) extra-curricular activities, services, access to facilities, etc.

The Title IX Officer and 504 Coordinator with overall responsibility for monitoring and ensuring compliance is:

*Office of Equity and Compliance  
Seattle Public Schools  
John Stanford Center for Educational Excellence  
2445 3<sup>rd</sup> Avenue South  
Seattle, WA 98134*

*Individuals who believe they have been discriminated against in any of the District’s educational programs, activities, services, etc., can file an internal discrimination complaint with the District’s Office of Equity and Compliance.*

The Board of Directors for Seattle Public Schools are:

*Mary Bass  
Sherry Carr  
Cheryl Chow  
Michael DeBell  
Peter Maier  
Harium Martin-Morris  
Steve Sundquist*

*Superintendent Dr. Maria L. Goodloe-Johnson*

