

## Solanco High School

# Senior Internship Program Application

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Before completing this application, please make sure that you understand the requirements for being approved for an internship and for completing the program. More information can be found in the Educational Planning Guide (on the website: [solancoguidance.weebly.com](http://solancoguidance.weebly.com))

It is the student's responsibility to set up the internship and maintain communication with the school if anything changes. All pages of this packet must be completed before the internship is approved.

### Included in this packet:

1. **Agreement for Internship.....page 1**  
This must be signed by the supervisor, the counselor, the administrator, the student, and a parent/guardian.
2. **Clearance Agreement.....page 2**  
This must be signed by the supervisor, the counselor/administrator, and the student.
3. **Arrest/Conviction Report and Certification Form .....page 3**  
This must be completed by the supervisor.
4. **Employee/Volunteer Self-Reporting Commitment Form AND Board Policies 916 and 806. ....page 6**  
This must be completed by the supervisor.
5. **Details of Internship..... page 19**  
This form must be completed in its entirety before your packet is reviewed.
6. **Internship Guidelines ..... page 20**  
You must agree to the guidelines and sign this page.
7. **Insurance Waiver ..... page 21**  
If you are not covered under medical insurance, you must complete this form.
8. **Supervisor Evaluation ..... page 23**  
This is to be completed by the supervisor after the first half of the semester and also at the end of the semester. It is available online.

## Agreement for Internship

Student Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Semester: \_\_\_\_\_ Days of Internship: \_\_\_\_\_ Period(s): \_\_\_\_\_

Organization Name: \_\_\_\_\_

Internship Objective: \_\_\_\_\_

*All parties must agree to the following:*

**1. Guidelines (in addition to the attached list of Student Guidelines)-**

- a. The student is not considered an employee within the meaning of the Fair Labor Standards Act and the Pennsylvania Minimum Wage Act. The student will earn no wages during the intern hours.
- b. The internship is for the benefit of the student.
- c. The intern understands that he/she is not guaranteed a job at the conclusion of the placement.
- d. The student must maintain good academic standing and attendance at school.

**2. Supervision-**

- a. Supervisors will complete a mid- and end-of- placement evaluation of the student.
- b. Interns record daily activities in a journal and submit it at the conclusion of each quarter.
- c. The student's participation will be monitored by the internship supervisor, the career aide, and the school counselor.
- d. The organization identifies \_\_\_\_\_ (name), of \_\_\_\_\_ (location) as the Internship Program Supervisor.

**3. Discrimination-**

- a. The above company will not discriminate in employment, educational programs or activities, based on race, sex, or handicap. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972 and Sections 503 of the Rehabilitation Act of 1973.
- b. The School District will not discriminate on the basis of race, color, national origin, sex or handicap in its admission procedure, education programs and activities, or employment practices as required by Title IX and Section 504. For information regarding civil rights or grievance procedure, contact Solanco School District Central Office.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Supervisor Name: \_\_\_\_\_

Organization Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SOLANCO SCHOOL DISTRICT**

### **Clearance Agreement**

#### ***Supervisor Clearances –***

Prior to starting the internship, a copy of the supervisor's clearances must be provided to the school district. This includes:

1. Pennsylvania State Police criminal background check;
2. FBI criminal background check; and
3. Pennsylvania Department of Human Services child abuse clearance statement.

The above clearances must be issued within 5 years of the internship program. The FBI criminal background check can be waived if the supervisor completes a sworn affidavit stating (1) he or she has continuously lived within Pennsylvania for the previous 10 years; and (2) affirming that he or she is not disqualified from serving as a volunteer based upon a prohibited criminal conviction.

In addition to the above clearances, prior to the start of the internship, the supervisor shall:

1. Sign and submit a PDE – 6004 arrest/conviction report and certification form stating that the supervisor has never been arrested or convicted of crimes listed in 24 P.S. 1-111;
2. Sign and submit an employee/volunteer self-reporting commitment form; and
3. Sign and submit a volunteer acknowledgment of Policy No 916/Volunteers and Policy No 806/Child Abuse

The student WILL NOT be able to attend the internship without these clearances and documents being on file with the School District. If the supervisor is an employee of the school district, the school district already has these documents on file. Therefore, it is unnecessary to submit them.

Date Documents were Received: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Counselor/Administrator Signature: \_\_\_\_\_

#### ***Student Clearances –***

If during the course of the internship:

1. The student will be 18 years old or will turn 18 years old before completion
2. The student will be working in a setting where there will be children present, even if he/she is not working directly with the children.

Then, the student should consult with the supervisor and his/her company regarding clearances. This is a responsibility of the student and the supervisor to make sure that this occurs.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by  
which you have  
been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

☐

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

☐

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

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

**Section 3. Child Abuse**

☐

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

☐

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

<ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul>
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

# SOLANCO SCHOOL DISTRICT

## EMPLOYEE/VOLUNTEER SELF-REPORTING COMMITMENT FORM

Required by SD Policies 916 (Volunteers); 806 (Child Abuse); 818 (Contracted Services); [819 (Background Checks)]

This form supplements PDE-6004 Arrest/Conviction Report and Certification Form.

**I swear/affirm to all of the following information:**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

Cogent Systems Registration ID # \_\_\_\_\_

\_\_\_\_\_ I am not a Pennsylvania resident \_\_\_\_\_ I have been a Pennsylvania resident since \_\_\_\_\_

\_\_\_\_\_ I have provided the District with a Pennsylvania State Police Criminal History Report, a Federal Criminal History Report, and Pennsylvania Department of Human Services Child Abuse Report which for a school employee are dated within the past 1 year, and for a volunteer, co-op supervisor, or independent contractor are dated within the past 5 year[s].

\_\_\_\_\_ I have not provided these items, but have submitted requests for the required reports, and have provided the District with copies of the request documents.

I have never been named as a perpetrator in a founded or indicated report of child abuse.

Except as noted below, I have not been arrested or convicted for any of the following offenses under the Pennsylvania Crimes Code (Title 18 of the Pennsylvania Consolidated Statutes) or other statute as indicated below or a similar crime under the law of any other state, the United States, a United States territory or possession, the District of Columbia, the Commonwealth of Puerto Rico, or foreign nation.

Chapter 25 (relating to criminal homicide)  
 Section 2702 (relating to aggravated assault)  
 Section 2706 (relating to terroristic threats)  
 Section 2709 (relating to harassment)  
 Section 2709.1 or former Section 2709(b) (relating to stalking)  
 Section 2901 (relating to kidnapping)  
 Section 2902 (relating to unlawful restraint)  
 Section 2910 (relating to luring a child into a motor vehicle or structure)  
 Section 3121 (relating to rape).  
 Section 3122.1 (relating to statutory sexual assault)  
 Section 3123 (relating to involuntary deviate sexual intercourse)  
 Section 3124.1 (relating to sexual assault)  
 Section 3124.2 (relating to institutional sexual assault)  
 Section 3125 (relating to aggravated indecent assault)  
 Section 3126 (relating to indecent assault)  
 Section 3127 (relating to indecent exposure)  
 Section 3129 (relating to sexual intercourse with animal)

Section 4302 (relating to incest)  
 Section 4303 (relating to concealing death of a child)  
 Section 4304 (relating to endangering welfare of children)  
 Section 4305 (relating to dealing in infant children)  
 A felony offense under Section 5902(b) (relating to prostitution and related offenses)  
 Section 5903 (c) or (d) (relating to obscene and other sexual materials and performances)  
 Section 6301 (relating to corruption of minors)  
 Section 6312 (relating to sexual abuse of children)  
 Section 6318 (relating to unlawful contact with minor)  
 Section 6319 (relating to solicitation of minors to traffic drugs)  
 Section 6320 (relating to sexual exploitation of children)  
 Any offense under "The Controlled Substance Drug, Device and Cosmetic Act," 35 P.S. § 780-101 *et seq.*  
 Any offense under the "Pennsylvania Uniform Firearms Act," 18 P.S. § 6101 *et seq.*  
 Any offense under 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance)

Details of arrests or convictions: \_\_\_\_\_

I will immediately report to the District (and to my employer if I am employed by an employer that has a contract with the District) if any time in the future while still employed by or providing services to the District I am arrested or convicted for any offense as set forth above [or any other offense under any criminal code] – or if I am named as a perpetrator in a founded or indicated report of child abuse.

**The above information is true and correct. This statement is made subject to penalties of criminal law for false statements of government officials.**

Date \_\_\_\_\_

Name \_\_\_\_\_ type/print

Signature \_\_\_\_\_



# SOLANCO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: June 16, 2014

REVISED:

	<p style="text-align: center;"><b>916. SCHOOL VOLUNTEERS</b></p> <p>The Board recognizes that community volunteers can make valuable contributions to the educational program. The purpose of volunteers in the schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The use of community volunteers is endorsed and encouraged by the Board, subject to legal requirements and administrative procedures. The Board also recognizes its responsibility to ensure the safety and welfare of school students and personnel in the Solanco School District.</p> <p><b>1. Purpose</b> SC 111 Title 22 Sec. 8.1 23 Pa. C.S.A. Sec. 6301 et seq</p> <p><b>2. Definitions</b></p> <p><b>Volunteer</b> - a person eighteen (18) years of age or older that offers to perform a service to the school district without compensation. Volunteers may fall into one (1) of two (2) categories based upon the interactions with students: 1) limited contact volunteers; or 2) substantial contact volunteers. School district employees and/or students who volunteer their services to the school district are not subject to the requirement to obtain criminal background clearance checks, but are otherwise subject to remaining requirements of this policy unless otherwise indicated.</p> <p><u><b>Student Contact Categories</b></u></p> <ol style="list-style-type: none"> <li><b>Limited Contact Volunteer</b> - A volunteer who is in direct contact or close proximity of a school district employee while performing his/her volunteer service and there is no time when the volunteer is alone with a student or in a secluded, isolated or remote area with a student without a school district employee being present.</li> <li><b>Substantial Contact Volunteer</b> - A volunteer who is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee. Direct contact time may include, but is not limited to, coaching an athletic team, advising an extracurricular activity, chaperoning an overnight field trip or competition, and/or providing supplemental assistance to a student without direct supervision by a school district employee.</li> </ol>
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<p>3. Authority</p>          SC 111, 527 23 Pa. C.S.A. Sec. 6301 et seq	<p>The Board authorizes the administration to select and use parents/guardians of enrolled students, community members, and others as volunteers to assist and supplement regular district staff in compliance with this policy.</p> <p>Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. Volunteer service is not a right, but rather a privilege that is extended by the School Board and/or the administration. The school district, in its sole discretion, may discontinue or eliminate the services of any volunteer at any time and for any reason or no reason.</p> <p>This policy shall be liberally construed to protect school district students and staff from reasonably foreseeable harms that may result from a person being allowed to perform volunteer services. Consistent with this policy, the School Board authorizes the administration to investigate any credible allegations of impropriety against a volunteer, and authorizes the administration to involve the solicitor in any such investigation as deemed necessary and appropriate.</p> <p>It shall be the policy of the Board that a volunteer, whether directly or indirectly involved in education or in an extracurricular activity, will not have contact with students during school or school-related activities if: 1) s/he has any record that would otherwise prohibit school employment under Sections 111 and 527 of the Public School Code, 24 P.S. §§ 1-111, 5-527 or Section 6355 of the Child Protective Services Law, 23 Pa. C.S.A. § 6355; (2) s/he is prohibited by a court order from having contact with a school district employee, student or volunteer; (3) s/he is prohibited from being present on school district property as a result of a court order or written directive from the School Board or Superintendent of Schools; (4) the school district previously revoked his/her volunteer privileges; and (5) the school district determines the person's volunteer service would have a detrimental impact on its educational or extracurricular programs or adversely impacts its ability to recruit or retain other volunteers.</p>
<p>4. Guidelines</p> SC 111 Title 22 Sec. 8.1 23 Pa. C.S.A. Sec. 6301 et seq	<p>All substantial contact volunteers shall be required to submit FBI and Pennsylvania State Police criminal background clearance statements as contemplated by Section 111 of the Public School Code, and a child abuse clearance statement as contemplated by Section 6555 of the Child Protective Services Law before performing any such volunteer services for the school district. The cost for obtaining these background clearances shall be incurred by the school district. The Superintendent of Schools is authorized to waive this requirement for a substantial contact volunteer as permitted by this policy; however, the Superintendent shall notify the School Board in writing of any such waiver no later than seven (7) calendar days after it is granted. The School Board, in its sole discretion, may overrule the Superintendent's granting of the waiver and require compliance with the policy.</p>



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Volunteers requiring clearances shall supply satisfactory Act 34 and Act 151 clearance reports and an FBI Federal Criminal History Record and be cleared by the school Superintendent or designee before any contact with school students can be allowed. Said reports will be maintained in accordance with the Board's policy on personnel records.

Volunteers are expected to adhere to all rules, regulations, and policies of the district, most importantly those concerning confidentiality of student information and students' rights.

Volunteers shall not be asked to assume the professional responsibilities of the school staff, but may, under the direction of a staff member who has been granted administrative permission, provide assistance in an identified activity that is supportive, reinforcing or enriching in nature.

Volunteers are not to have access to or handle any materials of a personal or confidential nature, unless the volunteer is a school district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as is appropriate, the teacher to whom s/he has been temporarily assigned.

To assure the proper use of volunteers in the school district, the following minimal requirements shall apply:

1. Volunteers, as categorized, must acquire and/or submit the following:

Limited Contact Volunteer		Substantial Contact Volunteer	
Board Approval	Clearances	Board Approval	Clearances
NO	NO	**NO	YES

**\*\* Volunteers performing duties similar to those positions on the co-curricular salary schedule will require Board approval.**

2. All required clearances are to be on file in the school district office and at the school building office in which s/he is volunteering.

<p>5. Delegation of Responsibility</p>	<p>The School Board authorizes the Superintendent of Schools to make determinations when a limited contact volunteer should be required to obtain criminal background clearance statements and child abuse clearance statements as contemplated by this policy. In making those determinations, the Superintendent shall consider the following factors: (1) the frequency in which the limited contact volunteer is given access to school facilities, school employees or school students; (2) the likelihood that the limited contact volunteer may have inadvertent unsupervised contact with students as a result of frequent volunteer services; or (3) credible reports that the limited contact volunteer may have previously unknown or undisclosed criminal convictions that may make the person unsuitable for volunteer services within the school setting. The Superintendent shall notify the School Board in writing of all instances where a limited contact volunteer is required to obtain such clearance statements.</p> <p>The Superintendent of Schools is authorized to waive the criminal background and child abuse clearance statement requirements for a substantial contact volunteer, under the following circumstances: (1) the person is the parent, stepparent or legal guardian of a student enrolled in the school district; (2) the person is seeking to volunteer for a district-sponsored event or activity in which their own child is involved; (3) the event or activity is a single occurrence, not a series of events/activities; (4) the person swears or affirms that s/he is not disqualified from volunteering for any of the reasons set forth under Section 3 of this policy; and (5) the Superintendent has no knowledge of information pertaining to the person which would disqualify the person from serving as a volunteer under this policy.</p> <p>The Superintendent or his/her designee(s) shall be responsible to develop suitable administrative guidelines to assure adequate and appropriate supervisory control over the volunteers used in the school district.</p> <p>The principal or his/her designee(s) shall assume general authority and responsibility over all volunteers operating within the principal's area of responsibility.</p> <p>No volunteer may assist in a school without having been screened by the principal or designee.</p>
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References:

School Code – 24 P.S. Sec. 111, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

# SOLANCO SCHOOL DISTRICT

SECTION: OPERATIONS

\* TITLE: CHILD/STUDENT ABUSE

ADOPTED: October 21, 2002

REVISED: June 3, 2013

	806. CHILD/STUDENT ABUSE
1. Authority SC 1205.6 18 Pa. C.S.A. Sec. 4304 23 Pa. C.S.A. Sec. 6301 et seq Pol. 333, 433, 818	<p>The Board requires District employees to comply with identification and reporting requirements for possible child abuse as well as victimization of students by other school employees. The Board directs the District, and independent contractors of the District, to provide their employees with training for recognition and reporting of child abuse as required by law.</p>
2. Definitions 23 Pa. C.S.A. Sec. 6351, 6354	<p><b>Administrator</b> - the person responsible for the administration of a District school. The term includes a person responsible for employment decisions in a school and an independent contractor. The <b>principal</b> of the school where the abused student is enrolled will serve as the administrator under this policy.</p>
23 Pa. C.S.A. Sec. 6354	<p><b>Applicant</b> - an individual who applies for a position as a school employee. The term includes an individual who transfers from one position as a school employee to another position as a school employee.</p>
23 Pa. C.S.A. Sec. 6303	<p><b>Child Abuse</b> - means any of the following:</p> <ol style="list-style-type: none"> <li>1. Any recent act or failure to act by a perpetrator which causes nonaccidental serious physical injury to a child under eighteen (18) years of age.</li> <li>2. Any act or failure to act by a perpetrator which causes nonaccidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li> <li>3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li> </ol>

	<p>4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.</p> <p>No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.</p>
SC 1205.6	<b>Direct Contact with Children</b> - the possibility of care, supervision, guidance or control of children or routine interaction with children.
23 Pa. C.S.A. Sec. 6303	<b>Perpetrator</b> - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in District schools.
23 Pa. C.S.A. Sec. 6303	<b>School Employee</b> - an individual employed in a District school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.
23 Pa. C.S.A. Sec. 6303	<b>Serious Bodily Injury</b> - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.
23 Pa. C.S.A. Sec. 6303	<p><b>Serious Mental Injury</b> - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> <li>1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.</li> <li>2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.</li> </ol>
23 Pa. C.S.A. Sec. 6303	<b>Serious Physical Injury</b> - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.



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<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Sexual Abuse or Exploitation</b> - includes any of the following: the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting and filming of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.</p>
<p>SC 1205.6</p>	<p><b>Sexual Misconduct</b> - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Sexual or romantic invitation.</li> <li>2. Dating or soliciting dates.</li> <li>3. Engaging in sexualized or romantic dialog.</li> <li>4. Making sexually suggestive comments.</li> <li>5. Self-disclosure or physical disclosure of a sexual or erotic nature.</li> <li>6. Any sexual, indecent, romantic or erotic contact with a child or student.</li> </ol>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Student</b> - an individual enrolled in a District school under eighteen (18) years of age.</p>
<p>3. Delegation of Responsibility</p> <p>Pol. 302, 303, 404, 405, 406, 504, 505</p> <p>Pol. 309, 409, 509</p>	<p>In accordance with Board policy, the Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Require each applicant for employment to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.</li> <li>2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a District employee to another position as a District employee of this District and the applicant has already obtained an official child abuse clearance statement.</li> </ol>

4. Guidelines	<p>The Superintendent or designee shall annually inform students, parents/guardians and staff regarding the contents of this Board policy. District staff shall annually receive notice of their responsibility for reporting child abuse and student abuse in accordance with Board policy and administrative regulations.</p>
SC 1205.6 Pol. 333, 433, 818	<p><u>Training</u></p> <p>The School District, and independent contractors of the School District, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p>
24 P.S. Sec. 2070.1a et seq	<ol style="list-style-type: none"> <li>1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.</li> <li>2. Provisions of the Professional Educator Discipline Act, including mandatory reporting requirements.</li> <li>3. District policy related to reporting of suspected abuse and sexual misconduct.</li> <li>4. Maintenance of professional and appropriate relationships with students.</li> </ol>
SC 1205.6	<p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p>
23 Pa. C.S.A. Sec. 6311, 6313	<p style="text-align: center;"><b>CHILD ABUSE BY PERPETRATOR</b></p> <p><u>Duty To Report</u></p> <p>School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of District employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.</p>
23 Pa. C.S.A. Sec. 6311 42 Pa. C.S.A. Sec. 5945	<p>Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.</p>
23 Pa. C.S.A. Sec. 6311	<p>School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.</p>

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23 Pa. C.S.A. Sec. 6318	Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.
18 Pa. C.S.A. Sec. 4304	A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.
23 Pa. C.S.A. Sec. 6319	A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.
	<u>Reporting Procedures</u>
	School employees who suspect child abuse shall immediately notify the school principal. Upon notification, the principal shall report the suspected child abuse.
23 Pa. C.S.A. Sec. 6313	Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.
	<u>Investigation</u>
23 Pa. C.S.A. Sec. 6346	School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.
23 Pa. C.S.A. Sec. 6314	The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.
	<b>STUDENT ABUSE BY SCHOOL EMPLOYEE</b>
	<u>Duty To Report</u>
23 Pa. C.S.A. Sec. 6352	A school employee shall immediately contact the principal when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.



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23 Pa. C.S.A. Sec. 6352	If the accused school employee is the principal, the school employee shall immediately report to law enforcement officials and the District attorney.
23 Pa. C.S.A. Sec. 6353	The principal who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate District attorney. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.
23 Pa. C.S.A. Sec. 6352, 6353	A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.
23 Pa. C.S.A. Sec. 6352	A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense.
23 Pa. C.S.A. Sec. 6353	An administrator who willfully fails to report immediately to law enforcement officials and the appropriate District attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.
	<u>Reporting Procedures</u>
23 Pa. C.S.A. Sec. 6353	The principal's report to law enforcement officials and the District attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the principal; name, work and home address of the school employee; nature of the alleged offense; any specific comments or observations directly related to the alleged incident; and the individuals involved.
23 Pa. C.S.A. Sec. 6352	The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.
	<u>Investigation</u>
23 Pa. C.S.A. Sec. 6353.1	Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the District attorney.
23 Pa. C.S.A. Sec. 6353.1	If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.

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<p>23 Pa. C.S.A. Sec. 6346</p>	<p>School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.</p>
<p>23 Pa. C.S.A. Sec. 6353.1</p>	<p>Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.</p>
<p>Pol. 317, 417, 517</p>	<p>The principal has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.</p> <p>References:</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>Professional Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Department of Public Welfare Regulations – 55 PA Code Sec. 3490.1 et seq.</p> <p>Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945</p> <p>Registration of Sex Offenders – 42 Pa. C.S.A. Sec. 9795.1, 9795.4, 9798.1</p> <p>Board Policy – 302, 303, 309, 317, 333, 404, 405, 406, 409, 504, 505, 509, 517, 818</p>



## Details of the Internship

*This must be completed by the student in its entirety prior to submitting the application.*

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Student Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Verification of Good Academic Standing and Credit Count: \_\_\_\_\_ (counselor initials)

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Semester: \_\_\_\_\_ Days: \_\_\_\_\_ Period(s): \_\_\_\_\_

What kinds of things will you be doing during the internship experiences?

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

How does the internship match your intended career goals?

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

What do you hope to gain from this experience?

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

## Student Guidelines for Internship

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*This is your basic list of guidelines and responsibilities for your internship. Please initial each line and sign at the bottom to show that you understand and agree to each requirement.*

1. \_\_\_\_\_ Always sign in/out in the main office with the Attendance Secretary.
2. \_\_\_\_\_ If you would like to park in the front parking lot, obtain a parking pass from the main office.
3. \_\_\_\_\_ Be on time! Make sure that you know when your supervisor expects you each day.
4. \_\_\_\_\_ Lunch: Either eat at school, pack, or stop to get something quickly. Do not take lunch to eat at your internship unless you and the supervisor have worked this out ahead of time. In many atmospheres, it is not appropriate to bring your lunch in with you.
5. \_\_\_\_\_ Show interest in what you are learning. Seek out opportunities to learn more and become more involved.
6. \_\_\_\_\_ Never use inappropriate language.
7. \_\_\_\_\_ Do not use your phone unless it is an appropriate time to do so.
8. \_\_\_\_\_ Never leave early unless you have given your supervisor notice ahead of time.
9. \_\_\_\_\_ Always provide your supervisor with advanced notice if you know of an upcoming absence. If you are sick and out unexpectedly, notify your supervisor quickly. Make sure that you know a good way to contact him/her in this type of situation.
10. \_\_\_\_\_ If something changes and you are unable to attend the internship any longer, you need to schedule an appointment with your counselor immediately.
11. \_\_\_\_\_ Your grade is dependent upon completion of your daily journal and your supervisor evaluations. Your journal is due a week prior to the end of the marking period. You will receive a reminder email, but no one should have to personally remind you! If you do not turn in the journal, you will receive a failing grade. In addition, you will receive a reminder about the evaluations, and your supervisor will also receive a reminder, but is it YOUR responsibility to turn in the evaluation (or to make sure that your supervisor sends it).

NO JOURNAL AND/OR NO EVALUATION(S)= FAILING GRADE(S)

I, \_\_\_\_\_, understand and agree to all of the above guidelines and responsibilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# **TO BE COMPLETED IF STUDENT IS NOT COVERED BY INSURANCE**

## **NON-EMPLOYEE-NON-PAID WORK BASED WAIVER FORM**

### **Solanco School District**

### **ACCIDENT INSURANCE WAIVER**

### **RELEASE OF LIABILITY**

**This waiver** is made between **Solanco School District** and the undersigned Student and, if the Student is under the age of 18, his or her undersigned legal guardian.

**Background:** The student will be participating in an educational program sponsored by the school. The school has strongly recommended that the student have accident insurance, either purchased through the home school or through a family or individual policy. The student does not have such insurance in force; however, the student (and legal guardian if applicable) must have requested that the student nevertheless be permitted to participate in the program. Although safety precautions are addressed at the school, the very nature of programs conducted by the school makes the possibility of an accident and injury to student greater than in the typical classroom. For this reason, the school is requiring signature of this document as a condition for participation in the program.

### **WITNESSETH:**

Intending to be legally bound, I hereby:

1. Acknowledge that there is an inherent risk of injury to student in the program operated by the school, and that the school has recommended purchase of a health or accident policy covering student.
2. Acknowledge that I have declined to purchase such an insurance policy and nevertheless wish student enrolled in the program.
3. Agree that I, as the student or legal guardian of the student, am assuming the risk of any injury which may result from the student's participation in the program, or travel to and from facilities used in the program, regardless of the cause or causes of such injury.
4. Acknowledge that Solanco School District does not provide accident insurance for student interns.

**Solanco School District**  
**ACCIDENT INSURANCE WAIVER**  
**RELEASE OF LIABILITY**

5. Release the school, and also the home school district specified below, and their officers, directors, employees and agents (The "Release Parties") from any and all liability for any damages, injury, or expense which may result from the student's participation in the program. I understand that in signing this release I am releasing any and all claims, including claims for medical expenses of deductibles on a family or individual insurance policy.
6. REPRESENT TO THE SCHOOL THAT I HAVE READ THIS FORM, I UNDERSTAND IT, I AM SIGNING IT WILLINGLY, AND I INTEND THIS RELEASE TO BE LEGALLY BINDING ON ME, MY HEIRS AND ASSIGNS.

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Print Home School District)

Signature of Parent/Legal Guardian \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_

## Supervisor Evaluation

*This evaluation needs to be completed BEFORE the end of the first quarter of the semester (Q1 or Q3) and BEFORE the end of the last quarter of the semester (Q2 or Q4). It is the student's responsibility to make sure that it is complete and turned in.*

Student Name: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

*\*If the supervisor wishes to keep the feedback confidential, he/she may place the sheet in an envelope.\**

*Please rate the student based on his/her observed behaviors and skills, with 1 being the lowest score (strongly disagree) and 5 being the highest score (strongly agree):*

The student is prompt each day.

1                      2                      3                      4                      5

The student shows initiative and motivation.

1                      2                      3                      4                      5

The student follows through with assigned tasks.

1                      2                      3                      4                      5

The student is appropriate and professional.

1                      2                      3                      4                      5

The student communicates effectively.

1                      2                      3                      4                      5

The student shows interest in the placement and the opportunities provided.

1                      2                      3                      4                      5

The student is reliable and trustworthy.

1                      2                      3                      4                      5

*Please answer each question below:*

-What kinds of tasks has the student performed in the internship?

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

-What is your overall impression of the student's ability to continue in this profession?

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



## Supervisor Evaluation

*This evaluation needs to be completed BEFORE the end of the first quarter of the semester (Q1 or Q3) and BEFORE the end of the last quarter of the semester (Q2 or Q4). It is the student's responsibility to make sure that it is complete and turned in.*

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The student is prompt each day.

1                      2                      3                      4                      5

The student shows initiative and motivation.

1                      2                      3                      4                      5

The student follows through with assigned tasks.

1                      2                      3                      4                      5

The student is appropriate and professional.

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The student communicates effectively.

1                      2                      3                      4                      5

The student shows interest in the placement and the opportunities provided.

1                      2                      3                      4                      5

The student is reliable and trustworthy.

1                      2                      3                      4                      5

*Please answer each question below:*

-What kinds of tasks has the student performed in the internship?

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

-What is your overall impression of the student's ability to continue in this profession?

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

