

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: STUDENT ADMINISTRATIVE INTERNS

ADOPTED: August 27, 2012

REVISED: August 28, 2017

REVIEWED: June 9, 2015

SOUTHERN LEHIGH SCHOOL DISTRICT

307. STUDENT ADMINISTRATIVE INTERNS	
1. Purpose	The Board encourages cooperation with PDE-accredited colleges and universities within the Commonwealth in the training of professional employees.
2. Authority	The Board establishes that District schools shall accept unpaid student interns from PDE-accredited institutions as possible.
3. Delegation of Responsibility	<p>The Superintendent or his/her designee shall be responsible to approve unpaid student administrative interns for the schools.</p> <p>Recommendations for approval of unpaid student or administrative interns shall be made to the Superintendent by the building principal.</p> <p>The Superintendent or his/her designee shall determine the number of unpaid student administrative interns that shall be placed in the any /all schools at any one time. Care shall be taken to see that no school or administrative team is overburdened.</p>
<p>Title 28 Sec. 23.43, 23.44, 23.45 SC 1418 Pol. 314</p>	<p>Student administrative interns shall comply with the tuberculosis examination and clearance requirements, including declarations pursuant to Act 24 and Act 168, of the Commonwealth applicable to employed personnel prior to their appearance in the workplace as interns.</p>
SC 111	<p>While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.</p>
SC111	<p>Arrest or Conviction Reporting Requirements Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form.</p>
	<p>While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two</p>

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<p>23 Pa. C.S.A. Sec. 6344.3</p> <p>SC111</p> <p>SC111 23 Pa. C.S.A. Sec. 6344.3</p> <p>4. Guidelines Pol. 907</p>	<p>(72) hours of the occurrence, an arrest or conviction required to be reported by law.</p> <p>While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</p> <p>A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee.</p> <p>Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.</p> <p>Observers Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 1418</p> <p>State Board of Educational Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23, 43, 213.44, 23.45</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 314, 907</p>
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