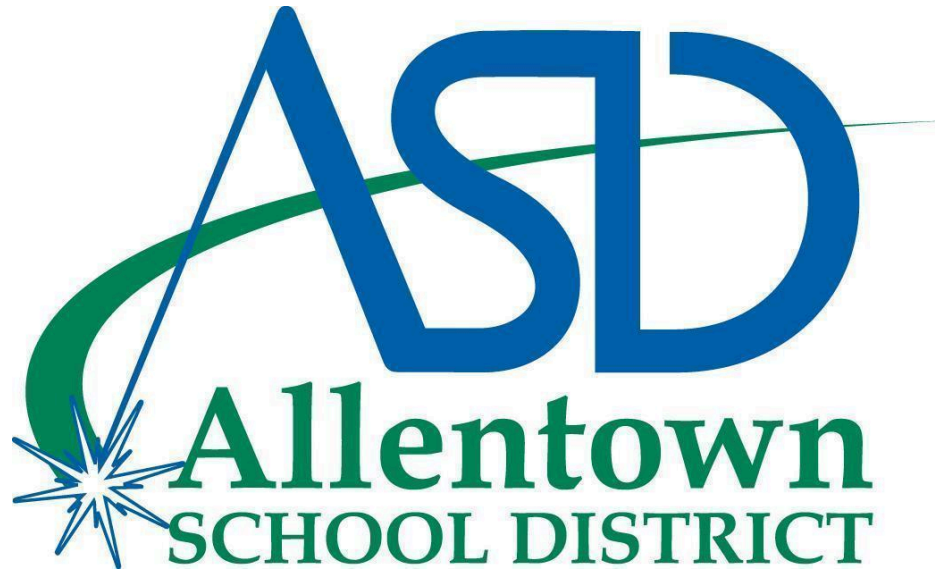




## **2026 AYIC Summer Program**

### **Student Handbook**



## **OUR FOUNDATION**

### **Mission**

Each and every student will graduate college and career-ready by having their individual needs met through active engagement in a rigorous, safe, and nurturing learning environment.

### **Vision**

Each and every student, with the active support of the entire community, will graduate ready to thrive in a diverse and complex world.

### **Core Values**

In the Allentown School District, our commitment to Excellence, Partnership, and Equity means we believe in

- Honoring each student's unique qualities
- Ensuring equity of access and opportunities
- Nurturing the pursuit of lifelong learning
- Strengthening partnerships with families and communities
- Promoting cultural responsiveness
- Building trust and mutual respect

## **THE PROCESS**

Welcome to the Allentown School District Youth Intern Corps (AYIC), which offers a paid internship to individuals ages 14-19. The intern experience will give interns a chance to work, gain employability skills, and earn an income. Doing well in your internship will pay off in the long run and provide a good job reference for the future.

Each District site will have a worksite supervisor. The worksite supervisor works with the intern throughout the program. He/she is available to assist you with your personal, employment, or career goals and to work through problems or challenges.

This handbook serves as a comprehensive guide to the requirements and expectations of your internship. To ensure a successful experience, we ask that you thoroughly review these materials and share them with your parents and guardians. It is essential that parents and guardians are fully informed regarding the program's standards and commitments.

The handbook is available for digital download by scanning the QR code provided during orientation. You can also access it through the district website under College and Career Readiness. While we encourage the use of the digital version, a printed copy will be provided upon request.

## Program Leadership & Contact

- Acting Director of College & Career: Ms. Nicole Singer (Office: 484-765-4098 | Cell: 267-735-3011)
- Supervisor of Instruction / Special Projects: Ms. Reina Garcia (Office: 484-765-4135 | Cell: 484-704-8194)
- General Email: [ayic@allentownsd.org](mailto:ayic@allentownsd.org)

## Worksite Supervisor

Your worksite supervisor is responsible for modeling and explaining the role's responsibilities. The worksite supervisor will demonstrate to you how to do work in the best and safest way. It is important that you cooperate fully with your worksite supervisor/instructor and listen carefully to instructions. However, if you forget or need more information, always ask questions and remember to demonstrate respect.

## Timesheet & Attendance

Interns will obtain the timesheet template directly from their worksite supervisor. The bi-weekly timesheets are completed **digitally** to ensure all entries are legible for processing. Once the digital file is completed, the worksite supervisor will print it, and the worksite supervisor and the intern will sign and date the form. The worksite supervisor and intern will verify that the time and attendance records are accurate. The completed document is then scanned and emailed to [ayic@allentownsd.org](mailto:ayic@allentownsd.org) for processing and payment. Please be advised that stipends shall be disbursed to interns exclusively for the hours of actual service rendered during the internship period. Scan the completed timesheet no later than noon on the Tuesday following the end of the pay period.

Interns may work up to 32 hours per week in the summer and 10 hours per week during the school year. During the school year, interns may only attend their internship if they have attended school that day.

At most, three (3) unexcused intern absences/tardiness are tolerated at a worksite. Violations of this policy will result in disciplinary actions described in the Disciplinary Procedures.

## Pay Schedule

Interns earn \$15.00 per hour for the internship. Interns are required to enroll in direct deposit to a checking or savings account because they are being paid by the Allentown School District. Please note that even with direct deposit enrollment, your first paycheck will be mailed to your home as a physical check. Interns are not paid for vacation, sick, or holiday days, nor will they receive payment for any follow-up activities after their internship ends.

The following standard deductions will be taken from gross wage earnings:

- Federal Withholding Tax (Income Tax)
- Social Security Tax (FICA)
- Local Taxes
- Pennsylvania State Income Tax
- Local Service Tax (LST)

Remember, you will only be paid for the amount of time you actually work. You cannot work more than thirty-two (32) hours per week. You should work the agreed hours with your worksite supervisor. The worksite supervisor will be notified of any problems related to absenteeism or tardiness.

### **Safety & Child Labor Laws**

To ensure the safety of our youth and maintain compliance with the Pennsylvania Child Labor Act, please refer to the following guide:

| Activity                           | Ages 14-15* | Ages 16-17                      | Ages 18 & Older |
|------------------------------------|-------------|---------------------------------|-----------------|
| Operating a power lawn mower       | No          | Yes                             | Yes             |
| Using Ladders or Scaffolding       | No          | Yes (Excluding roofing/windows) | Yes             |
| Construction, repair, and painting | No          | Yes                             | Yes             |
| Highways, roadways, right-of-way   | No          | Yes                             | Yes             |
| Power-driven woodworking machinery | No          | No                              | No              |
| Excavating (tunnels/ditches >4ft)  | No          | No                              | No              |
| Roofing (all occupations)          | No          | No                              | No              |

*\*Note: For our interns ages 14 + 15, tasks are restricted to light office work, retail, or supervised community service that does not involve machinery or height.*

### **Prohibited Activities (All Ages)**

To align with our district's liability standards and the 2026 Strategic Plan, "Lighting the Way: A Blueprint for Innovation and Excellence 2030", the following are strictly prohibited for all AYIC interns:

- **Hazardous Transport:** Transportation of any intern in the open bed of a truck or unsecured vehicle.
- **Prohibited Venues:** Activities located at any aquarium, zoo, golf course, swimming pool, or gambling establishment.
- **Political/Sectarian Involvement:** Activities involving partisan, electoral, or sectarian motives and reasoning.
- **Labor Displacement:** Using interns to replace employees who are currently on layoff or to circumvent collective bargaining.
- **Nepotism:** No intern may be placed at an organization where an immediate family member serves in an administrative capacity or as the intern's direct worksite supervisor.
- **Child Labor Law Restrictions:** Any other activity prohibited by the Pennsylvania Child Labor Law (refer to the poster provided in your posting packet).

**When in Doubt:** If you are unsure whether a specific task is prohibited, contact Program Leadership, the Acting Director of College & Career, **Ms. Nicole Singer**.

## INCIDENT REPORTING

If an intern suffers a work-related injury:

- **Seek Medical Attention:** Ensure the student's immediate safety
- **Contact the Office of Talent:** Report the injury to both the ASD Office of Talent and your organization's Talent department immediately
- **Notify ASD Program Leadership:** Inform the Allentown School District AYIC Program Leadership, Acting Director of College & Career, Ms. Nicole Singer at the Office 484-765-4098 or Cell phone 267-735-3011, within **one hour** of the incident
- **Documentation:** Work with the intern to ensure the appropriate Workers' Compensation and incident documentation is completed and submitted to the District via email to Donnie Noble at [nobled@allentownsd.org](mailto:nobled@allentownsd.org).

## Accident or Injury Report

Workers' Compensation is designed to provide wage-loss benefits and reimbursement for reasonable medical care to an intern who is injured on the job. Interns should report all work-related injuries to their worksite supervisor and to the ASD AYIC Program Leadership Acting Director of College & Career, Ms. Nicole Singer, Office 484-765-4098 or Cell 267-735-3011, or Supervisor of Instruction / Special Projects, Ms. Reina Garcia, Office 484-765-4135 or Cell 484-704-8194.

## Notice to Employees in Case of Work-Related Injury

If you suffer a work-related injury, you must report all incidents to your site worksite supervisor immediately. Your worksite supervisor will work with you to ensure the appropriate paperwork is completed and submitted.

## TITLE IX & ANTI-HARASSMENT POLICY: A CULTURE OF RESPECT

### Title IX Compliance

In accordance with the **Education Amendments of 1972 (Title IX)**, the Allentown School District and its Community Partners prohibit discrimination on the basis of sex in any federally funded education program or activity. This protection extends to all AYIC interns, ensuring they have an environment free from gender-based barriers.

### Sexual Harassment & Professional Conduct

AYIC maintains a **zero-tolerance policy** for sexual harassment. Community Partners, their employees, agents, and volunteers are expected to uphold the highest professional standards.

### Definition

While sexual harassment can take many forms, it is defined as any unwelcome sexual advances, requests for sexual favors, or verbal/physical conduct of a sexual nature. This includes, but is not limited to:

- Unwelcome jokes, teasing, or sexually related comments
- Displaying inappropriate drawings, pictures, or digital media
- Uninvited touching or physical contact
- Creating an intimidating, hostile, or offensive work environment

### Reporting & Enforcement

- **Protection from Retaliation:** No adverse action will be taken against any intern, supervisor, or staff member who reports a violation or participates in an investigation.
- **Mandatory Reporting:** Allentown School District and its partners will comply with all **ChildLine notification requirements** and state laws regarding the protection of minors.
- **Consequences:** Violations of this policy will result in immediate intervention, including intern reassignment, termination of the Community Partnership, and disciplinary action up to and including discharge.

**Immediate Action:** Any individual who feels they are a victim of harassment or witnesses such behavior should report it immediately to the ASD AYIC Program Leadership Acting Director of College & Career, Ms. Nicole Singer, Office 484-765-4098 or Cell 267-735-3011, or Supervisor of Instruction / Special Projects, Ms. Reina Garcia, Office 484-765-4135 or Cell 484-704-8194, or via the procedures outlined in **School Board Policy 248**. All complaints will be investigated promptly, thoroughly, and with the utmost confidentiality.

**Postings:** The following forms will be posted at your worksite for you to read:

Work Schedule with names & ages of all interns at that site, work hours, and the name of the worksite:

- Anti-Discrimination Posters
- Worksite Grievance Procedures
- Photocopy of the Completed Worksite Agreement/Request
- Child Labor Law Abstract
- Minimum Wage Law
- Sign-In/Sign-Out Sheets
- Equal Opportunity Letter
- Accident or Injury Poster
- Equal Pay Laws

Please note that Medical Release Forms and the original Worksite Agreement/Request will be kept onsite with your worksite supervisor.

## **FOR INFORMATION OR TO FILE A COMPLAINT, CONTACT:**

### **Allentown School District Complaint and Appeal Procedure**

For any intern who feels that he/she has a justifiable complaint regarding his/her involvement with the program, or who feels that treatment has been applied unjustly, the following processes are available.

#### **Informal**

If you believe an unjust act has occurred, every effort should be made to discuss the situation immediately with the program representative believed to be responsible for creating or causing it. You should first meet with the site worksite supervisor, explain the problem(s), and, together, attempt to resolve the situation informally.

If you are not satisfied with the outcome of the informal complaint, or if there has been no outcome within five (5) working days from the date the informal meeting occurred, you may proceed with the procedures identified below.

#### **Formal**

If you wish to make a formal complaint, you should put it in writing and include a signed statement of the facts that led to the complaint, any informal efforts to resolve it, and the solution requested by the intern.

The written complaint must be filed within five (5) working days following the date upon which the unjust action occurred or within five (5) working days following the date upon which the informal meeting was held or denied, whichever occurred last.

Two copies of the complaint should be made. The original complaint must be given to the Program Leadership, and a copy must be given to a worksite supervisor for placement in the employee's file. The employee should also keep a copy of the complaint.

The Program Leadership will hold a conference with the intern, investigate the facts regarding the complaint, and render a written decision within five (5) working days after receipt of the written grievance. A copy of the decision must be given to each party involved and a copy placed in the student's file.

### **Appeal**

If you are not satisfied with the written decision that has been made by the Program Leadership, a written appeal may be made to the Office of Talent within five (5) working days following the written decision by the Program Leadership.

### **Code of Conduct**

As a new or recent entrant into the labor force, you need to know what your worksite expects of you, your responsibilities, and the consequences of any inappropriate behavior or conduct.

What Your Worksite Supervisor Expects of You:

- Excellent Attendance
- Punctuality
  - Arrive to work on time; depart from work on time; leave/return from lunch on time
- The Right Attitude
  - Show enthusiasm; be attentive and willing to learn
- Proper Behavior
  - Follow the ASD Code of Conduct rules and regulations
- Neat Appearance
  - Wear appropriate clothing for the worksite responsibilities; demonstrate good personal hygiene
- Interpersonal Skills
  - Show respect, interact, and communicate with the worksite supervisor
  - Show respect, interact, and communicate with co-workers
  - Show consideration for the worksite and co-worker's property
    - Respect and consideration look like active listening, honoring boundaries, and polite gestures like holding doors. They sound like appreciative words ("please," "thank you"), calm tones, and open-minded dialogue
- Task Completion
  - Follow directions; complete tasks in a timely and thorough manner; work within the worksite chain of command

### **Smoking Code**

Smoking or the use of any tobacco or vape products by any intern is prohibited. Violations will result in disciplinary action in accordance with this handbook and Allentown School District Board policy.

## **Cell Phone Code**

The following applies to any electronic or digital communication device:

- **Turn off** your cell phone or **place it on vibrate or DND** during work activities
- Interns can use my cell phone during break or lunch if the worksite allows it
- If an intern violates these rules, your worksite supervisor will immediately confiscate your cell phone and initiate disciplinary procedures, returning confiscated phones at the end of the day.

## **Dress Code**

Your appearance at your job is important. Your worksite is a place to learn and work, not a place to wear or display suggestive, distracting, disruptive, unsafe, or sloppy clothing or other attire, including, but not limited to:

- Clothing, symbols, pins, or other paraphernalia advertising/displaying alcohol, tobacco, and other controlled or illegal substances.
- Clothing, symbols, pins, or other paraphernalia displaying inappropriate or derogatory words, language, or pictures
- Halter-like tops, low-cut revealing tops, see-through blouses or shirts, shorts and other garments exposing bare midriffs and shoulders, pajamas
- Caps, hats, or bandanas (unless required as part of the worksite uniform)
- Open-toed shoes, sandals, or other unsafe footwear
- Clothing items or accessories determined by the worksite supervisor to present a safety hazard (such as oversized jeans, loose-fitting pants, spandex tights, and untied sneakers)
- Gang colors and paraphernalia

Violations of this policy will result in disciplinary actions described in Disciplinary Procedures.

## **Impress the Worksite Supervisor and Workplace by:**

- Show up every day and be on time (even early)
- Demonstrate reliability
- Demonstrate honesty
- Show trustworthiness
- Demonstrate politeness (i.e., call your worksite supervisor Mr. Jones or Ms./Mrs. Smith)
- Communicate with your worksite supervisor– ask questions
- Listen to your worksite supervisor
- Call in to report off if you are sick, and call before your start time
- Show initiative and ambition – keep busy
- Perform your job as well as you can
- Take pride in whatever you do
- Be attentive

- Dress appropriately for work
- Keep your appearance neat and clean
- Focus on safety
- Act in a friendly manner
- Demonstrate acceptance of your co-workers' beliefs and feelings
- Do not break the rules or cause/make trouble

## **Disciplinary Procedures**

The Allentown School District Disciplinary Procedures are not intended to punish interns, but to address recurring employment-related concerns. Suspensions and terminations from the internship will occur only after discussion with Allentown School District representatives.

All discipline concerns are reported to an Allentown School District representative. There is a three-step warning system based on the frequency and nature of an offense. Please see below for disciplinary procedures for each offense type.

The list does not include every situation considered a minor or major offense; it is merely a guideline on the types of actions that could result in suspension or termination from the program.

## **Minor Offenses**

Minor offenses include acts and behaviors that can be coached and are not serious. These offenses usually do not immediately warrant termination and can be used as a learning experience for the workforce.

### **Minor Offense Examples**

- Unauthorized distribution of written or printed material during work time
- Unsatisfactory attendance, excessive absence, or tardiness
- Abuse of time
- Unauthorized time away from assigned work
- Failure to notify a worksite supervisor promptly of task completion
- Obscene or abusive language
- Violating safety rules (i.e., not wearing safety equipment)
- Failure to follow the worksite supervisor's instructions, perform assigned work, or otherwise comply with established policy
- Unauthorized use of material or equipment
- Posting or removing notices/signs on bulletin boards/other property without the specific approval of the appropriate department head
- Violating dress code, smoking code, or cell phone code

## **Major Offenses**

Major offenses include acts and behaviors of such a serious nature that a first occurrence warrants immediate termination. These offenses warrant the same actions as noted under Minor Offenses – Third Offense. At the discretion of the Allentown School District Program Director, other disciplinary actions may be taken if extenuating circumstances exist.

### **Major Offense Examples**

- Absence of three or more days without satisfactory call-in or notice to worksite supervisor
- Reporting to work under the influence of, or when one's ability is impaired by the use of, drugs or controlled substances
- Drinking intoxicants or possession of intoxicants, drugs, or controlled substances on Allentown School District property or worksite
- Deliberately damaging, defacing, or misusing Allentown School District property or the property of other employees, worksites, training sites, or residences
- Theft, misappropriation, unauthorized possession, or removal of Allentown School District or employee property
- Acts of physical violence or fighting
- Sleeping during work hours
- Unauthorized use of equipment
- Refusal to abide by safety regulations
- Refusal to perform assigned tasks or continue working
- Acts of conduct in the performance of assigned duties or while on Allentown School District property or worksite which are otherwise recognized as a violation of law (i.e. stealing, gambling, or vandalism)
- Leaving the work area without the worksite supervisor's permission
- Threatening or coercing employees, worksite supervisor's, or persons receiving services/assistance

### **First Minor Offense**

The intern's immediate worksite supervisor will contact the Allentown School District program representative to notify them of the violation. The Allentown School District representative or the intern's immediate worksite supervisor will issue a verbal warning and note it in the intern's school discipline file.

### **Second Minor Offense**

The immediate worksite supervisor will again inform the Allentown School District program representative of the violation. The Allentown School District representative will be contacted to

discuss the infraction with both the intern and the worksite supervisor and to determine what might be done to remedy the situation in the future. A second warning will then be written and signed by the intern, the worksite supervisor, and the Allentown School District program representative. The intern may be suspended from the internship for a mutually agreed-upon duration by the immediate worksite supervisor and the Allentown School District program leadership.

### **Third Minor Offense**

All parties will be brought together to discuss the infraction. A third and final warning will be issued by the Allentown School District program representative and signed by all three parties. The intern will then be terminated from the internship.