

VOLUNTEER/INTERN PROCEDURES

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers/interns shall:

- 1) Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- 2) Refrain from discussing the performance or actions of a student except with the student's teacher or program site administrator.
- 3) Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical, or operational nature.
- 4) Receive such information as:
 - A) general job responsibilities and limitations;
 - B) information about school facilities, routines, and procedures;
 - C) work schedule and place of work; and
 - D) expected relationship to the regular staff.
- 5) Have assignments and activities carefully defined in writing.
- 6) Have their services terminated for these and other reasons:
 - A) program and/or duties completed;
 - B) resignation of the volunteer/intern;
 - C) replacement by paid staff member; and
 - D) circumstances which in the judgment of the administration may necessitate asking the volunteer/intern to terminate services.

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